

**Department of Social Services  
Support Divisions**

**Fiscal Year 2014 Budget Request**

**Brian Kinkade, Interim Director**

# **Table of Contents**

**Department of Social Services  
Supports Division  
Table of Contents**

<b>Department Request Summary.....</b>	<b>1</b>	<b>Revenue Maximization</b>	
		Core.....	73
<b>Office of Director</b>		<b>Receipt and Disbursement- Refunds</b>	
Core.....	4	Core.....	80
<b>Federal Grants and Donations</b>		<b>Neglected and Delinquent Children</b>	
Core.....	12	Core.....	87
<b>Human Resource Center</b>		<b>Division of Legal Services</b>	
Core.....	19	Core.....	94
<b>Missouri Medicaid Audit and Compliance</b>			
Core.....	28		
<b>Case Management</b>			
Core.....	37		
<b>Recovery Audit &amp; Compliance Contract</b>			
Core.....	44		
NDI.....	50		
<b>Medicaid Error Prevention</b>			
Core.....	56		
<b>Division of Finance and Administrative Services</b>			
Core.....	63		

Dept Rank	Decision Item Name	2014 Department Request				
		FTE	GR	FF	OF	Total

#### Office of the Director

Core	4.25	217,204	71,358	46,659	335,221
Pay Plan CTC	0.00	14	2	6	22
<i>Total</i>	4.25	217,218	71,360	46,665	335,243

#### Federal Grants and Donations

Core	0.00	0	9,467,451	33,999	9,501,450
<i>Total</i>	0.00	0	9,467,451	33,999	9,501,450

#### Human Resource Center

Core	11.52	302,931	230,165	0	533,096
Pay Plan CTC		199	131	0	330
<i>Total</i>	11.52	303,130	230,296	0	533,426

#### Mo Medicaid Audit & Compliance

Core	82.00	1,688,231	3,173,916	479,925	5,342,072
Pay Plan CTC		944	1,220	278	2,442
<i>Total</i>	82.00	1,689,175	3,175,136	480,203	5,344,514

#### Case Management System

Core	0.00	316,250	1,489,000	0	1,805,250
<i>Total</i>	0.00	316,250	1,489,000	0	1,805,250

#### Recovery Audit & Compliance Contract

Core	0.00	0	0	500,000	500,000
NDI- Recovery Audit & Compliance Contract		0	0	700,000	700,000
<i>Total</i>	0.00	0	0	1,200,000	1,200,000

#### Medicaid Error Prevention

Core	0.00	0	0	5,000,000	5,000,000
<i>Total</i>	0.00	0	0	5,000,000	5,000,000

Dept Rank	Decision Item Name	2014 Department Request				
		FTE	GR	FF	OF	Total
<b>Finance and Administrative Services</b>						
	Core	72.00	2,283,516	1,291,540	1,565,404	5,140,460
	Pay Plan CTC		1,412	759	30	2,201
	<i>Total</i>	72.00	2,284,928	1,292,299	1,565,434	5,142,661
<b>Revenue Maximization</b>						
	Core	0.00	0	5,250,000	0	5,250,000
	<i>Total</i>	0.00	0	5,250,000	0	5,250,000
<b>Receipt &amp; Disbursement - Refunds</b>						
	Core	0.00	0	1,700,000	800,000	2,500,000
	<i>Total</i>	0.00	0	1,700,000	800,000	2,500,000
<b>Neglected &amp; Delinquent Children</b>						
	Core	0.00	2,100,000	0	0	2,100,000
	<i>Total</i>	0.00	2,100,000	0	0	2,100,000
<b>Legal Services</b>						
	Core	125.97	1,741,006	3,691,509	845,590	6,278,105
	Pay Plan CTC		1,242	2,364	525	4,131
	<i>Total</i>	125.97	1,742,248	3,693,873	846,115	6,282,236
	<i>Supports Core Total</i>	295.74	8,649,138	26,364,939	9,271,577	44,285,654
	<i>Total Supports</i>	295.74	8,652,949	26,369,415	9,972,416	44,994,780

# **Office of Director**

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	209,200	2.94	178,094	3.08	178,094	2.61	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	9,462	0.13	8,533	0.23	69,929	0.72	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	35,714	0.51	30,627	0.94	30,627	0.92	0	0.00
TOTAL - PS	254,376	3.58	217,254	4.25	278,650	4.25	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	33,020	0.00	39,110	0.00	39,110	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,074	0.00	1,429	0.00	1,429	0.00	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	16,032	0.00	16,032	0.00	0	0.00
TOTAL - EE	34,094	0.00	56,571	0.00	56,571	0.00	0	0.00
<b>TOTAL</b>	<b>288,470</b>	<b>3.58</b>	<b>273,825</b>	<b>4.25</b>	<b>335,221</b>	<b>4.25</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY13-Cost to Continue - 0000013</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	14	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	2	0.00	0	0.00
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	6	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	22	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>22</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$288,470</b>	<b>3.58</b>	<b>\$273,825</b>	<b>4.25</b>	<b>\$335,243</b>	<b>4.25</b>	<b>\$0</b>	<b>0.00</b>

9/21/12 9:53

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Office of Director

Budget Unit: 88712C

## 1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS	178,094	69,929	30,627	278,650
EE	39,110	1,429	16,032	56,571
PSD				
TRF				
Total	217,204	71,358	46,659	335,221
FTE	3.08	0.23	0.94	4.25

<b>Est. Fringe</b>	91,558	35,950	15,745	143,254
--------------------	--------	--------	--------	---------

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
TRF				
Total	0	0	0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Core operating budget for the Office of the Director.

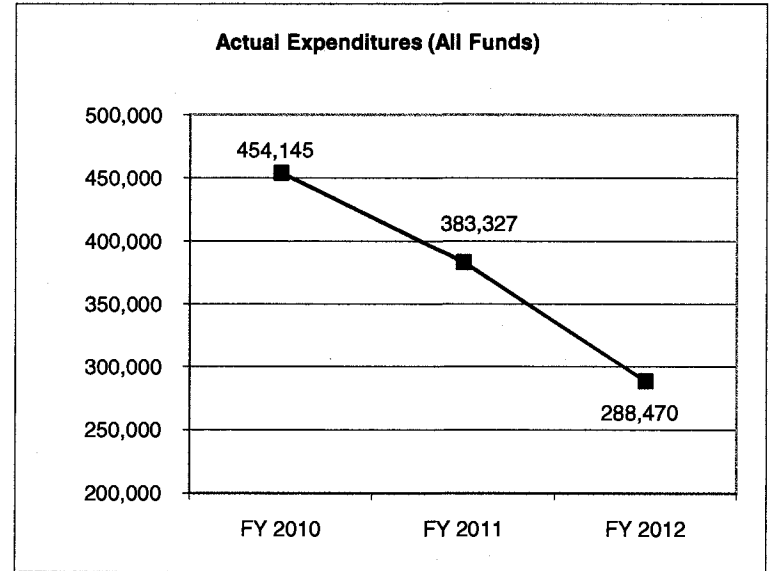
## 3. PROGRAM LISTING (list programs included in this core funding)

Office of the Director.



#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	468,663	394,493	344,766	273,825
Less Reverted (All Funds)	(13,443)	(9,871)	(8,317)	N/A
Budget Authority (All Funds)	455,220	384,622	336,449	N/A
Actual Expenditures (All Funds)	454,145	383,327	288,470	N/A
Unexpended (All Funds)	1,075	1,295	47,979	N/A
Unexpended, by Fund:				
General Revenue	214	927	26,704	N/A
Federal	777	306	1,296	N/A
Other	84	62	19,979	N/A
	(1)	(2)		



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY11 Core reduction of \$69,602 in PS and \$4,568 E&E.

(2) FY12 Core reduction of \$49,612 in PS and \$115 in E&E. Agency Reserve of \$16,148 (E&E) in Child Support Enforcement.

## CORE RECONCILIATION DETAIL

OFFICE OF THE DIRECTOR

OFFICE OF DIRECTOR

### 5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		PS	4.25	178,094	8,533	30,627	217,254	
		EE	0.00	39,110	1,429	16,032	56,571	
		<b>Total</b>	<b>4.25</b>	<b>217,204</b>	<b>9,962</b>	<b>46,659</b>	<b>273,825</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	1527 3577	PS	(0.02)	0	0	0	0	0 Reallocation from Family Support (\$20,874), Children's (\$20,261) and Youth Services (\$20,261) to reflect planned expenditures.
Core Reallocation	1527 4333	PS	(0.47)	0	0	0	0	0 Reallocation from Family Support (\$20,874), Children's (\$20,261) and Youth Services (\$20,261) to reflect planned expenditures.
Core Reallocation	1527 2956	PS	0.49	0	61,396	0	61,396	Reallocation from Family Support (\$20,874), Children's (\$20,261) and Youth Services (\$20,261) to reflect planned expenditures.
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>61,396</b>	<b>0</b>	<b>61,396</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	4.25	178,094	69,929	30,627	278,650	
		EE	0.00	39,110	1,429	16,032	56,571	
		<b>Total</b>	<b>4.25</b>	<b>217,204</b>	<b>71,358</b>	<b>46,659</b>	<b>335,221</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	4.25	178,094	69,929	30,627	278,650	

---

**CORE RECONCILIATION DETAIL**

---

**OFFICE OF THE DIRECTOR**

---

**OFFICE OF DIRECTOR**

---

---

**5. CORE RECONCILIATION DETAIL**

---

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	39,110	1,429	16,032	56,571	
	<b>Total</b>	<b>4.25</b>	<b>217,204</b>	<b>71,358</b>	<b>46,659</b>	<b>335,221</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>OFFICE OF DIRECTOR</b>								
<b>CORE</b>								
STATE DEPARTMENT DIRECTOR	123,229	1.02	120,000	1.00	120,000	1.00	0	0.00
DEPUTY STATE DEPT DIRECTOR	12,827	0.12	51,000	0.50	102,612	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	25,000	0.33	18,750	0.25	0	(0.00)	0	0.00
SPECIAL ASST OFFICE & CLERICAL	93,320	2.11	27,504	2.50	56,038	2.25	0	0.00
TOTAL - PS	254,376	3.58	217,254	4.25	278,650	4.25	0	0.00
TRAVEL, IN-STATE	1,564	0.00	6,114	0.00	6,114	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,006	0.00	2,673	0.00	2,673	0.00	0	0.00
SUPPLIES	17,772	0.00	12,854	0.00	16,854	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	1,541	0.00	19,954	0.00	15,954	0.00	0	0.00
COMMUNICATION SERV & SUPP	9,530	0.00	11,438	0.00	11,438	0.00	0	0.00
PROFESSIONAL SERVICES	1,674	0.00	1,590	0.00	1,590	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	20	0.00	182	0.00	182	0.00	0	0.00
M&R SERVICES	124	0.00	586	0.00	586	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	15	0.00	15	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	15	0.00	15	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	15	0.00	15	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	863	0.00	1,120	0.00	1,120	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	15	0.00	15	0.00	0	0.00
TOTAL - EE	34,094	0.00	56,571	0.00	56,571	0.00	0	0.00
GRAND TOTAL	\$288,470	3.58	\$273,825	4.25	\$335,221	4.25	\$0	0.00
GENERAL REVENUE	\$242,220	2.94	\$217,204	3.08	\$217,204	2.61		0.00
FEDERAL FUNDS	\$10,536	0.13	\$9,962	0.23	\$71,358	0.72		0.00
OTHER FUNDS	\$35,714	0.51	\$46,659	0.94	\$46,659	0.92		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Office of Director**

### 1. What does this program do?

In its leadership role, the Office of the Director operates under the guiding principles of:

- Results
- Excellence in Service;
- Proficiency;
- Integrity; and
- Accountability

Nearly 7,220 employees in four program divisions (Children's Division, Family Support Division, Division of Youth Services and MO HealthNet Division) and two support divisions (Division of Finance and Administrative Services and Division of Legal Services) report to the Office of the Director. The Office of the Director oversees and coordinates the divisions' programs and services to meet Department goals that:

- Every Missouri child will be safe and live free from abuse and neglect.
- Every young person served by the Division of Youth Services (DYS) will become a productive citizen and lead a fulfilling life.
- Every MO HealthNet participant has access to high quality, cost effective health care.
- Every eligible Missourian has access to supports that assist them in overcoming barriers to self reliance.
- DSS will operate with responsiveness, accountability and respect for the public trust.

Department of Social Services current focus areas include:

- Implementing a multi-system approach to working with youth who crossover between child welfare and juvenile justice.
- Strengthening permanency outcomes for children placed in the Children's Division care and custody.
- Improving child safety and services, enabling families to remain intact.
- Reorganizing Family Support Division and Children's Division office space to ensure customer access to services, increase efficiencies in staff usage and realize cost savings.
- Streamlining operations (Family Support Division call center expansion) and increasing use of technology (imaging/document management and telehealth for Division of Youth Services youth) to support DSS goals.
- Increasing TANF (Temporary Assistance for Needy Families) work participation rate.
- Analyzing and revamping Medicaid reimbursement methodologies to manage costs and promote quality.
- Promoting electronic health records through Medicaid HIT incentives and by coordinating with Missouri Health Connection.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute RSMo. 660.010.

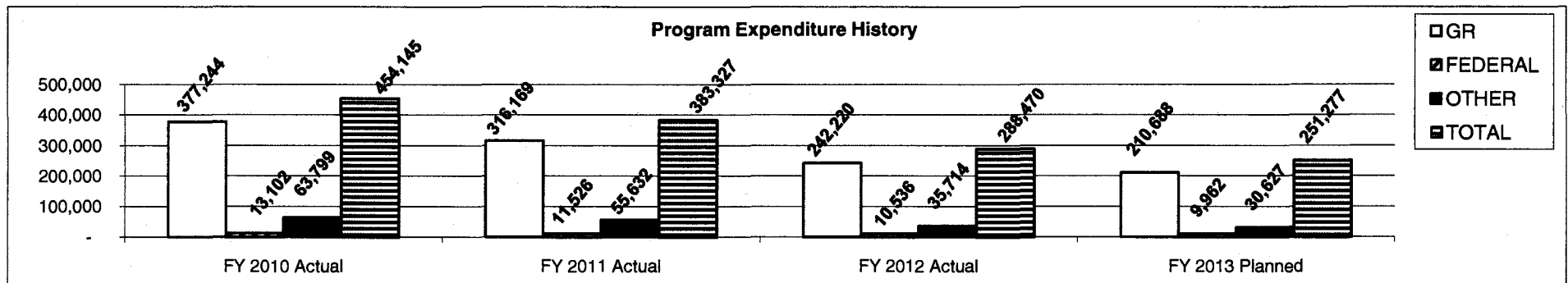
**3. Are there federal matching requirements? If yes, please explain.**

There is no federal matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reserves and reverted.

Reverted: \$6,516 (General Revenue)

Reserves: \$16,032 (Child Support Enforcement Collections Fund)

**6. What are the sources of the "Other" funds?**

Child Support Enforcement Collections Fund (0169)

**7a. Provide an effectiveness measure.**

The Office of the Director supports all Department of Social Services programs. Efficiency measures will be found in the departmental division sections.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Federal Grants and Donations**

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
PERSONAL SERVICES								
DEPT OF SOC SERV FEDERAL & OTH	31,298	0.42	1	0.00	1	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	1	0.00	1	0.00	0	0.00
TOTAL - PS	31,298	0.42	2	0.00	2	0.00	0	0.00
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	4,112,619	0.00	2,769,002	0.00	2,641,150	0.00	0	0.00
FEDERAL STIMULUS-DSS	798,246	0.00	0	0.00	0	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	13	0.00	13	0.00	0	0.00
TOTAL - EE	4,910,865	0.00	2,769,015	0.00	2,641,163	0.00	0	0.00
PROGRAM-SPECIFIC								
TEMP ASSIST NEEDY FAM FEDERAL	6,500,000	0.00	0	0.00	0	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,185,368	0.00	7,230,997	0.00	6,826,300	0.00	0	0.00
FEDERAL STIMULUS-DSS	1,722,098	0.00	0	0.00	0	0.00	0	0.00
FAMILY SERVICES DONATIONS	0	0.00	33,985	0.00	33,985	0.00	0	0.00
MO HOUSING TRUST	1,113,491	0.00	0	0.00	0	0.00	0	0.00
TOTAL - PD	10,520,957	0.00	7,264,982	0.00	6,860,285	0.00	0	0.00
<b>TOTAL</b>	<b>15,463,120</b>	<b>0.42</b>	<b>10,033,999</b>	<b>0.00</b>	<b>9,501,450</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$15,463,120</b>	<b>0.42</b>	<b>\$10,033,999</b>	<b>0.00</b>	<b>\$9,501,450</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

9/25/12 13:42

im\_disummary



# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Federal Grants and Donations

Budget Unit: 88722C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS		1	1	2
EE		2,641,150	13	2,641,163
PSD		6,826,300	33,985	6,860,285
TRF				
Total		9,467,451	33,999	9,501,450
FTE				0.00

<b>Est. Fringe</b>	0	1	1	1
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Services Donation (0167)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				0
TRF				
Total		0	0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

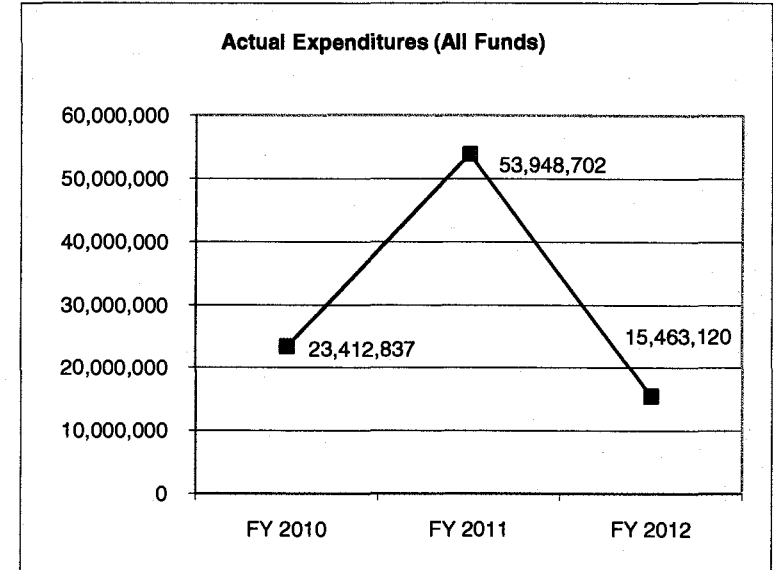
Core budget to receive and spend time limited grants or donations from federal, state or private sources.

## 3. PROGRAM LISTING (list programs included in this core funding)

Federal Grants and Donations

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	24,929,960	61,465,248	16,583,958	10,033,999
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	24,929,960	61,465,248	16,583,958	N/A
Actual Expenditures (All Funds)	23,412,837	53,948,702	15,463,120	N/A
Unexpended (All Funds)	1,517,123	7,516,546	1,120,838	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	1,492,125	7,491,548	309,331	N/A
Other	24,998	24,998	811,507	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

**(1)** FY10 increased estimated appropriation to pass through payment for Fort Leonard Wood food services to support Blind Enterprise Program. Original appropriations total was \$5,954,958. E increase of \$19,000,000 federal fund 0610. July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.

**(2)** FY 11 increased estimated appropriation to pass through payment for Fort Leonard Wood food services to support Blind Enterprise Program in FY11. Original appropriations total was \$5,954,958. E increase of \$41,942,745 federal fund 0610. E increase of \$13,567,545 federal fund 2292.

**(3)** FY 12 original appropriations total was \$5,954,958. E increase of \$2,149,000 federal fund 0610. E increase of \$1,900,000 fund 0254 for MHD housing grant to support Joplin tornado victims. E increase \$80,000 federal fund 2292. E increase \$6,500,000 federal fund 0199 for food banks, school-aged childcare, and mentoring services from TANF Contingency Fund.

# CORE RECONCILIATION DETAIL

## OFFICE OF THE DIRECTOR FEDERAL GRANTS & DONATIONS

### 5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>									
			PS	0.00	0	1	1	2	
			EE	0.00	0	2,769,002	13	2,769,015	
			PD	0.00	0	7,230,997	33,985	7,264,982	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>10,000,000</b>	<b>33,999</b>	<b>10,033,999</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>									
Core Reallocation	1533 9942		EE	0.00	0	(127,852)	0	(127,852)	Transferring Money Follows the Person and ADRC Nursing Home Transition to MO HealthNet.
Core Reallocation	1533 9942		PD	0.00	0	(404,697)	0	(404,697)	Transferring Money Follows the Person and ADRC Nursing Home Transition to MO HealthNet.
<b>NET DEPARTMENT CHANGES</b>				<b>0.00</b>	<b>0</b>	<b>(532,549)</b>	<b>0</b>	<b>(532,549)</b>	
<b>DEPARTMENT CORE REQUEST</b>									
			PS	0.00	0	1	1	2	
			EE	0.00	0	2,641,150	13	2,641,163	
			PD	0.00	0	6,826,300	33,985	6,860,285	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,467,451</b>	<b>33,999</b>	<b>9,501,450</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>									
			PS	0.00	0	1	1	2	
			EE	0.00	0	2,641,150	13	2,641,163	
			PD	0.00	0	6,826,300	33,985	6,860,285	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>9,467,451</b>	<b>33,999</b>	<b>9,501,450</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL GRANTS &amp; DONATIONS</b>								
<b>CORE</b>								
SPECIAL ASST PROFESSIONAL	31,298	0.42	0	0.00	0	0.00	0	0.00
OTHER	0	0.00	2	0.00	2	0.00	0	0.00
<b>TOTAL - PS</b>	<b>31,298</b>	<b>0.42</b>	<b>2</b>	<b>0.00</b>	<b>2</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	27,785	0.00	36,001	0.00	36,001	0.00	0	0.00
TRAVEL, OUT-OF-STATE	13,399	0.00	24,001	0.00	24,001	0.00	0	0.00
SUPPLIES	4,533	0.00	200,001	0.00	200,001	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	24,312	0.00	80,001	0.00	80,001	0.00	0	0.00
COMMUNICATION SERV & SUPP	2,070	0.00	47,001	0.00	47,001	0.00	0	0.00
PROFESSIONAL SERVICES	4,812,252	0.00	2,208,001	0.00	2,080,149	0.00	0	0.00
M&R SERVICES	17,407	0.00	25,001	0.00	25,001	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	10,000	0.00	10,000	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	50,000	0.00	50,000	0.00	0	0.00
OFFICE EQUIPMENT	505	0.00	7,501	0.00	7,501	0.00	0	0.00
OTHER EQUIPMENT	801	0.00	38,001	0.00	38,001	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,501	0.00	2,501	0.00	0	0.00
BUILDING LEASE PAYMENTS	6,117	0.00	8,501	0.00	8,501	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	97	0.00	2,501	0.00	2,501	0.00	0	0.00
MISCELLANEOUS EXPENSES	1,587	0.00	30,003	0.00	30,003	0.00	0	0.00
<b>TOTAL - EE</b>	<b>4,910,865</b>	<b>0.00</b>	<b>2,769,015</b>	<b>0.00</b>	<b>2,641,163</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	10,520,957	0.00	7,264,982	0.00	6,860,285	0.00	0	0.00
<b>TOTAL - PD</b>	<b>10,520,957</b>	<b>0.00</b>	<b>7,264,982</b>	<b>0.00</b>	<b>6,860,285</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$15,463,120</b>	<b>0.42</b>	<b>\$10,033,999</b>	<b>0.00</b>	<b>\$9,501,450</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$14,349,629</b>	<b>0.42</b>	<b>\$10,000,000</b>	<b>0.00</b>	<b>\$9,467,451</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$1,113,491</b>	<b>0.00</b>	<b>\$33,999</b>	<b>0.00</b>	<b>\$33,999</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Federal Grants and Donations**

**Program is found in the following core budget(s): Federal Grants and Donations**

### **1. What does this program do?**

This appropriation provides the Department with a centralized administrative mechanism to receive and expend new grants as they become available during the fiscal year. The Division of Finance and Administrative Services coordinates the use of this authority for the Department as divisions pursue sources other than General Revenue for funding. New funding sources and new grants provide opportunities to sustain a level of service delivery and fund program development that will better serve Missourians. Without this appropriation, the Department would be forced to delay use of new grants and donations until emergency or supplemental appropriations are approved.

This appropriation is primarily used for one-time and/or time-limited federal grants and may support a wide variety of expenditures, including staff, if called on or required, for effective administration of the grant or donation. House Bill 11 language for this appropriation requires the Department to notify the General Assembly of any new funds and the purpose for which they will be expended. Multiple year grants that are first spent through this appropriation are transferred to the grantee Division's budget through the appropriation process when it is anticipated that funding will continue for years after it is first received. Exceptions to this rule are made in those cases when the Department is acting in an administrative capacity.

Grants awarded that will utilize this appropriation to expend funds during FY14 are as follows:

DFS School Technology  
Summer EBT (Demonstration Project)  
Casey  
Adoption Incentive Payments  
TANF Contingency Funds

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapter 660 RSMo.

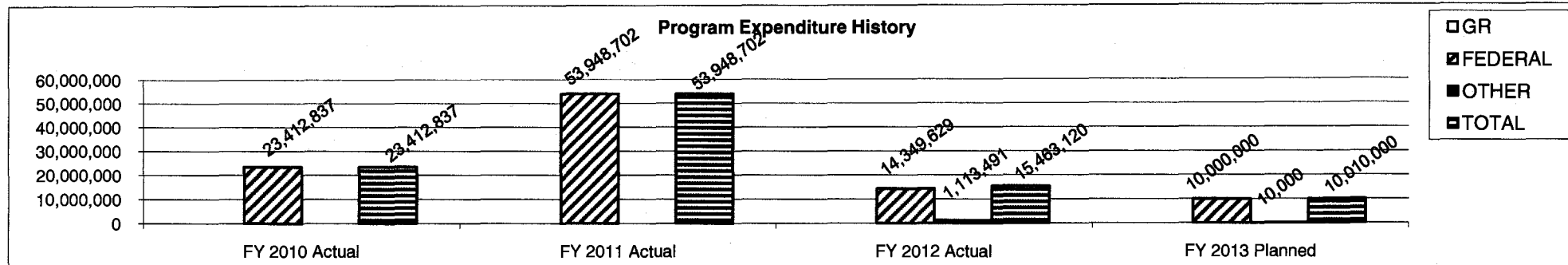
### **3. Are there federal matching requirements? If yes, please explain.**

Some federal grants require a state match. State matches are paid from the grantee Division's budget. The percentage of required state match depends on the grant.

### **4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



FY10--July 2010 correcting entry of \$668,481 to show expenditure from the Family Nutrition Program, changing FY10 total to \$23,412,836.

FY10--Payments for Fort Leonard Wood food services Business Enterprises Program actual is \$19,519,416.

FY11--Payments for Fort Leonard Wood food services Business Enterprises Program actual is \$27,556,934.

FY12--Business Enterprises Program was transferred to Family Support Division.

FY12--\$1,900,000 is Missouri Housing Authority Funds administered by MHDC for Joplin.

FY13- Planned expenditures are net reverted.

Reverted: \$23,999 (Other)

**6. What are the sources of the "Other " funds?**

Family Services Donation (0167) and Missouri Housing Trust (0254).

**7a. Provide an effectiveness measure.**

Effectiveness is measured in the division or program using the funds.

**7b. Provide an efficiency measure.**

Efficiency is measured in the division or program using the funds.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Human Resource Center**

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	258,547	5.23	290,479	6.30	290,479	6.30	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	177,473	3.63	193,180	5.22	193,180	5.22	0	0.00
TOTAL - PS	436,020	8.86	483,659	11.52	483,659	11.52	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	12,292	0.00	12,452	0.00	12,452	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	30,472	0.00	36,985	0.00	36,985	0.00	0	0.00
TOTAL - EE	42,764	0.00	49,437	0.00	49,437	0.00	0	0.00
<b>TOTAL</b>	<b>478,784</b>	<b>8.86</b>	<b>533,096</b>	<b>11.52</b>	<b>533,096</b>	<b>11.52</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY13-Cost to Continue - 0000013</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	199	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	131	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	330	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>330</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$478,784</b>	<b>8.86</b>	<b>\$533,096</b>	<b>11.52</b>	<b>\$533,426</b>	<b>11.52</b>	<b>\$0</b>	<b>0.00</b>

9/21/12 9:53

im\_disummary



# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Human Resource Center

Budget Unit: 88742C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS	290,479	193,180	0	483,659
EE	12,452	36,985	0	49,437
PSD				
TRF				
Total	302,931	230,165		533,096
FTE	6.30	5.22		11.52

<b>Est. Fringe</b>	149,335	99,314	0	248,649
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
TRF				
Total	0	0		0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

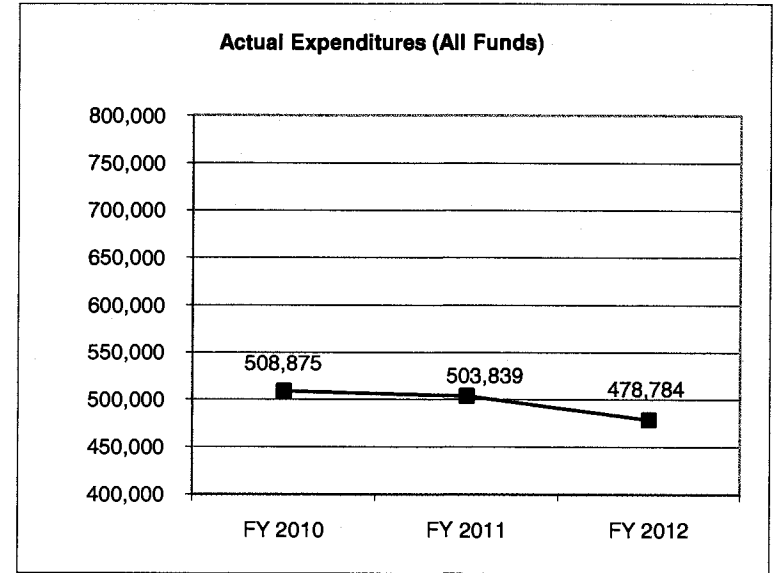
This appropriation provides core funding for the Human Resource Center (HRC). HRC is charged by the Department of Social Services (DSS) to plan, develop and implement a statewide human resource program giving direction and coordination to all divisions within the department.

## 3. PROGRAM LISTING (list programs included in this core funding)

Human Resource Center

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	532,270	526,079	525,826	533,096
Less Reverted (All Funds)	(14,544)	(9,133)	(8,960)	N/A
Budget Authority (All Funds)	517,726	516,946	516,866	N/A
Actual Expenditures (All Funds)	508,875	503,839	478,784	N/A
Unexpended (All Funds)	8,851	13,107	38,082	N/A
Unexpended, by Fund:				
General Revenue	291	4,060	18,883	N/A
Federal	8,560	9,047	19,199	N/A
Other	0	0	0	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY10 - \$6,140 federal fund agency reserve for authority in excess of cash.

(2) FY11 - \$6,140 federal fund agency reserve for authority in excess of cash.

(3) FY12 - \$6,140 federal fund agency reserve for authority in excess of cash.

**CORE RECONCILIATION DETAIL**

**OFFICE OF THE DIRECTOR**  
**HUMAN RESOURCE CENTER**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PS	11.52	290,479	193,180	0	483,659	
	EE	0.00	12,452	36,985	0	49,437	
	<b>Total</b>	<b>11.52</b>	<b>302,931</b>	<b>230,165</b>	<b>0</b>	<b>533,096</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	11.52	290,479	193,180	0	483,659	
	EE	0.00	12,452	36,985	0	49,437	
	<b>Total</b>	<b>11.52</b>	<b>302,931</b>	<b>230,165</b>	<b>0</b>	<b>533,096</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	11.52	290,479	193,180	0	483,659	
	EE	0.00	12,452	36,985	0	49,437	
	<b>Total</b>	<b>11.52</b>	<b>302,931</b>	<b>230,165</b>	<b>0</b>	<b>533,096</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>HUMAN RESOURCE CENTER</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (KEYBRD)	820	0.04	0	0.00	0	0.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	5,039	0.20	21,165	2.32	25,068	2.32	0	0.00
PERSONNEL OFCR I	44,469	1.03	45,067	1.00	39,480	1.00	0	0.00
PERSONNEL OFCR II	4,223	0.08	4,305	0.10	4,305	0.10	0	0.00
HUMAN RELATIONS OFCR I	67,131	1.81	76,021	2.00	76,288	2.00	0	0.00
HUMAN RELATIONS OFCR II	32,962	0.76	42,512	1.00	45,108	1.00	0	0.00
PERSONNEL ANAL II	38,700	1.00	39,454	1.00	39,480	1.00	0	0.00
HUMAN RESOURCES MGR B2	125,712	1.89	135,447	2.00	134,212	2.00	0	0.00
HUMAN RESOURCES MGR B3	79,728	1.00	79,728	1.00	79,728	1.00	0	0.00
LEGAL COUNSEL	2,018	0.04	4,036	0.09	4,036	0.09	0	0.00
MISCELLANEOUS PROFESSIONAL	466	0.01	506	0.01	506	0.01	0	0.00
SPECIAL ASST OFFICE & CLERICAL	34,752	1.00	35,418	1.00	35,448	1.00	0	0.00
<b>TOTAL - PS</b>	<b>436,020</b>	<b>8.86</b>	<b>483,659</b>	<b>11.52</b>	<b>483,659</b>	<b>11.52</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	3,351	0.00	5,137	0.00	5,137	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2	0.00	2	0.00	0	0.00
SUPPLIES	21,843	0.00	20,996	0.00	20,996	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	4,854	0.00	3,923	0.00	3,923	0.00	0	0.00
COMMUNICATION SERV & SUPP	7,664	0.00	9,455	0.00	9,455	0.00	0	0.00
PROFESSIONAL SERVICES	2,762	0.00	4,250	0.00	4,250	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	61	0.00	305	0.00	305	0.00	0	0.00
M&R SERVICES	306	0.00	1,486	0.00	1,486	0.00	0	0.00
OFFICE EQUIPMENT	1,885	0.00	3,707	0.00	3,707	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	2	0.00	2	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	2	0.00	2	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2	0.00	2	0.00	0	0.00
MISCELLANEOUS EXPENSES	38	0.00	170	0.00	170	0.00	0	0.00
<b>TOTAL - EE</b>	<b>42,764</b>	<b>0.00</b>	<b>49,437</b>	<b>0.00</b>	<b>49,437</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$478,784</b>	<b>8.86</b>	<b>\$533,096</b>	<b>11.52</b>	<b>\$533,096</b>	<b>11.52</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$270,839</b>	<b>5.23</b>	<b>\$302,931</b>	<b>6.30</b>	<b>\$302,931</b>	<b>6.30</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$207,945</b>	<b>3.63</b>	<b>\$230,165</b>	<b>5.22</b>	<b>\$230,165</b>	<b>5.22</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Human Resource Center**

**Program is found in the following core budget(s): Human Resource Center**

### 1. What does this program do?

The Human Resource Center plans, develops and implements statewide human resource programs; providing leadership, direction and coordination of related services and support to all divisions.

The quality and level of services provided to the public through Department of Social Services (DSS) programs are directly affected by the performance of each division's employees. The service and support functions provided by the Human Resource Center (HRC) are necessary to maintain a qualified and productive workforce and ensure compliance with applicable state and federal law. HRC's mission is to serve the divisions in a timely and responsible manner through training, guidance, and assistance, thus contributing to the retention and continuing development of a productive and harmonious workforce.

To assist the divisions in meeting their programmatic goals, HRC provides training, interpretive and technical assistance to staff ensuring personnel decisions are made and actions are taken within relevant guidelines including merit system rules and regulations, state and federal employment laws, state and federal civil rights laws, and administrative policies and procedures.

HRC uses its resources to:

- assure the department's compliance with state personnel law (merit system) and serve as liaison with the Office of Administration's Division of Personnel;
- develop and implement DSS administrative policies that are legally sound and support the work of DSS;
- administer personnel functions of employment, termination, promotion, compensation, performance appraisal, discipline and related activities directly for the MO HealthNet Division, Director's Office, and the support divisions and indirectly for the remaining divisions;
- provide advice, training, and consultation to staff to assure consistency among divisions and fair and equitable treatment of employees;
- maintain a high standard of case preparation and presentation of employee disciplinary actions before the Administrative Hearing Commission;
- provide representation of DSS before administrative bodies and court tribunals on personnel related issues;
- develop and provide training to all staff in areas such as new employee orientation, prevention of sexual harassment, workplace diversity, unlawful discrimination, labor relations, customer service, and employee and management development;
- assure department compliance with federal and state laws relating to equal employment opportunity, affirmative action, and provision of services;
- investigate allegations of unlawful discrimination and sexual harassment of DSS employees and clients;

- assist/coordinate workplace accommodations to employees pursuant to federal and state laws and departmental policies;
- provide technical assistance regarding civil rights, employment law and human resource issues to department and division personnel;
- serve as liaison for civil rights issues with other governmental agencies such as Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR), United States Department of Agriculture (USDA), and Health and Human Services (HHS);
- conduct contract compliance audits on DSS vendors to ensure compliance with state and federal civil rights laws;
- provide technical assistance on civil rights issues to DSS vendors and service recipients;
- develop and provide assistance in the implementation of a department Workforce Diversity Plan and Program;
- work with management on organizational change/development issues;
- improve management/employee relations through fair and timely conflict resolution procedures including grievance mediation and management reviews;
- maintain and continue to enhance the Department's learning management system -- Employee Learning Center;
- maintain grievance, discipline, retention and employment analysis system to assist managers in identification of problem areas and staff needs;
- coordinate/assist in labor/management relations;
- coordinate and administer departmental employee award and recognition programs; unemployment benefits, workers' compensation claims and recruitment activities;
- develop and maintain an employment information website for DSS employees and the public;
- maintain official personnel records in a confidential and secure manner; and receive and process fingerprint checks for DSS applicants, volunteers, interns, and contractors, when applicable.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: RSMo. 660.010

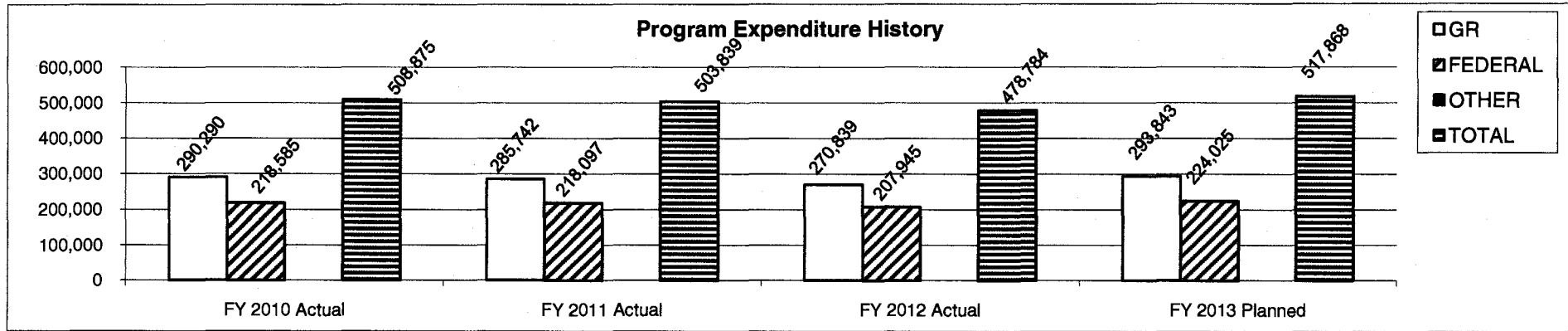
**3. Are there federal matching requirements? If yes, please explain.**

There is no matching requirement. However, expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

N/A

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reserves and reverted.

Reverted: \$9,088 (General Revenue)

Reserves: \$6,140 (Federal)

**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

SFY	Number of Times the Employment Information Website is Accessed		Number of Employees participating in Employment-Related Training*		Percent of new employees attending orientation, sexual harassment and diversity sessions		Percent of Administrative Policies Reviewed/ Revised	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
2010	1,700,000	2,162,066	9,000	8,164	93%	99%	29%	42%
2011	2,000,000	2,496,408	8,000**	7,210	94%	99%	35%	40%
2012	2,100,000	3,939,355	7,000**	7,513	95%	99%	35%	39%
2013	2,500,000		7,000		95%		35%	
2014	2,500,000		7,000		95%		35%	
2015	2,500,000		7,000		95%		35%	

\*Employees may receive more than one training class.

\*\*The projected number has been decreased to account for a reduction seen as a result of budget cuts and fiscal restrictions.

**7b. Provide an efficiency measure.**

SFY	Number of employee grievances processed		Workers Compensation Reports Processed	
	Projected	Actual	Projected	Actual
2010	185	161	300	352
2011	185	119	325	290*
2012	165	121	325	279*
2013	165		325	
2014	165		325	
2015	165		325	

\*Does not include incident reports that were not processed through Central Accident Reporting Office.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of DSS Employees*	
	Projected	Actual
2010	8,000	8,120
2011	8,000	7,387
2012	7,358	7,320
2013	7,358	
2014	7,358	
2015	7,358	

\*Number of employees employed as of June 30, 2012.

**7d. Provide a customer satisfaction measure, if available.**

SFY	Training Evaluation Rating Averages*	
	Projected	Actual
2010	4.41	4.52
2011	4.41	4.52
2012	4.41	4.46
2013	4.41	
2014	4.41	
2015	4.41	

\*Average based on scale of 1 to 5 with 5 being the best.



# **Missouri Medicaid Audit & Compliance**

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	1,111,240	29.69	1,185,070	31.55	1,185,071	31.55	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,407,014	37.58	1,531,410	41.00	1,531,409	41.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE	0	0.00	346,338	9.45	346,338	9.45	0	0.00
TOTAL - PS	2,518,254	67.27	3,062,818	82.00	3,062,818	82.00	0	0.00
EXPENSE & EQUIPMENT								
GENERAL REVENUE	457,035	0.00	503,160	0.00	503,160	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	1,483,772	0.00	1,642,507	0.00	1,642,507	0.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE	0	0.00	82,087	0.00	82,087	0.00	0	0.00
MEDICAID PROVIDER ENROLLMENT	0	0.00	51,500	0.00	51,500	0.00	0	0.00
TOTAL - EE	1,940,807	0.00	2,279,254	0.00	2,279,254	0.00	0	0.00
<b>TOTAL</b>	<b>4,459,061</b>	<b>67.27</b>	<b>5,342,072</b>	<b>82.00</b>	<b>5,342,072</b>	<b>82.00</b>	<b>0</b>	<b>0.00</b>
<b>Pay Plan FY13-Cost to Continue - 0000013</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	944	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	1,220	0.00	0	0.00
RECOVERY AUDIT AND COMPLIANCE	0	0.00	0	0.00	278	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	2,442	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,442</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,459,061</b>	<b>67.27</b>	<b>\$5,342,072</b>	<b>82.00</b>	<b>\$5,344,514</b>	<b>82.00</b>	<b>\$0</b>	<b>0.00</b>

9/25/12 8:45

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
 Division: Office of Director  
 Core: MO Medicaid Audit & Compliance (MMAC)

Budget Unit: 90043C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS	1,185,070	1,531,410	346,338	3,062,818
EE	503,160	1,642,507	133,587	2,279,254
PSD				
TRF				
Total	1,688,230	3,173,917	479,925	5,342,072
FTE	31.55	41.00	9.45	82.00

<b>Est. Fringe</b>	609,244	787,298	178,052	1,574,595
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Recovery Audit and Compliance Fund (0974)  
 Medicaid Provider Enrollment (0990)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
TRF				
Total	0	0	0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

## 2. CORE DESCRIPTION

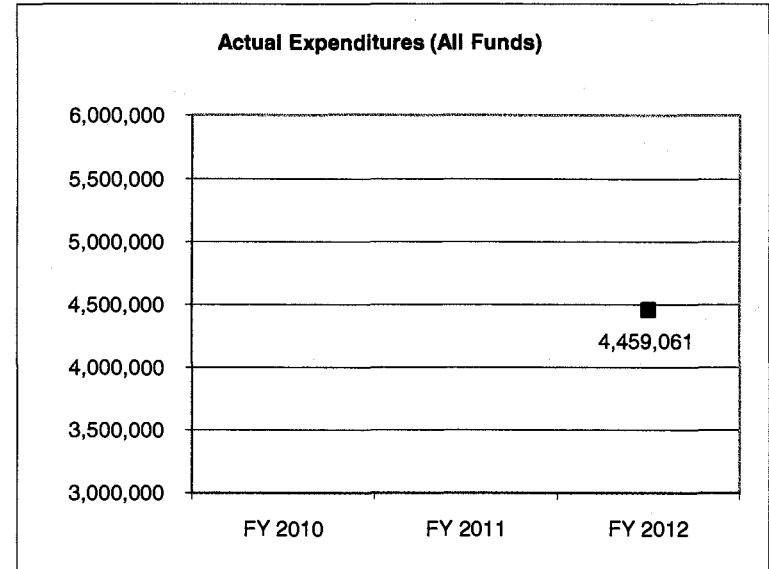
This core provides core funding for Medicaid monitoring and compliance for the Missouri Medicaid Audit and Compliance Unit (MMAC). This unit works to reduce costs, increase the efficiency of provider monitoring and assist providers with compliance.

## 3. PROGRAM LISTING (list programs included in this core funding)

MO Medicaid Audit and Compliance

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)			5,082,774	5,342,072
Less Reverted (All Funds)			(472,705)	N/A
Budget Authority (All Funds)			4,610,069	N/A
Actual Expenditures (All Funds)			4,459,061	N/A
Unexpended (All Funds)			151,008	N/A
Unexpended, by Fund:				
General Revenue			50,408	N/A
Federal			100,600	N/A
Other			0	N/A
			(1)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 Federal Fund agency reserve of \$66,000. \$422,643 reverted of in other funds because there can be no expenditures from the Recovery Audit and Compliance fund until there is money in the fund.

**CORE RECONCILIATION DETAIL**

**DEPT OF SOCIAL SERVICES**  
**MO MEDICAID AUDIT & COMPLIANCE**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PS	82.00	1,185,070	1,531,410	346,338	3,062,818	
	EE	0.00	503,160	1,642,507	133,587	2,279,254	
	<b>Total</b>	<b>82.00</b>	<b>1,688,230</b>	<b>3,173,917</b>	<b>479,925</b>	<b>5,342,072</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	82.00	1,185,070	1,531,410	346,338	3,062,818	
	EE	0.00	503,160	1,642,507	133,587	2,279,254	
	<b>Total</b>	<b>82.00</b>	<b>1,688,230</b>	<b>3,173,917</b>	<b>479,925</b>	<b>5,342,072</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	82.00	1,185,070	1,531,410	346,338	3,062,818	
	EE	0.00	503,160	1,642,507	133,587	2,279,254	
	<b>Total</b>	<b>82.00</b>	<b>1,688,230</b>	<b>3,173,917</b>	<b>479,925</b>	<b>5,342,072</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	21,781	1.00	2,463	0.12	0	0.00
SR OFC SUPPORT ASST (CLERICAL)	466	0.02	104,126	4.00	50,880	1.88	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	55,582	2.00	56,038	3.00	56,038	3.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	16,075	0.75	0	0.00	22,428	1.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	82,449	3.36	0	0.00	50,136	2.00	0	0.00
ACCOUNT CLERK II	8,953	0.37	24,252	1.00	24,252	1.00	0	0.00
AUDITOR II	37,296	1.00	38,011	1.00	38,011	1.00	0	0.00
ACCOUNTANT I	50,325	1.58	65,786	2.00	33,786	1.00	0	0.00
MANAGEMENT ANALYSIS SPEC II	40,212	1.00	40,982	1.00	40,982	1.00	0	0.00
HEALTH PROGRAM REP III	41,712	1.00	42,511	1.00	42,511	1.00	0	0.00
ADMINISTRATIVE ANAL I	19,496	0.69	0	0.00	57,384	2.00	0	0.00
MEDICAL TECHNOLOGIST I	0	0.00	35,308	1.00	3,992	0.42	0	0.00
REGISTERED NURSE II	8,988	0.25	71,756	2.00	8,114	0.23	0	0.00
REGISTERED NURSE III	5,527	0.12	45,068	2.00	5,096	0.23	0	0.00
REGISTERED NURSE IV	0	0.00	50,958	1.00	5,762	0.12	0	0.00
REGISTERED NURSE	36,965	1.00	0	0.00	0	0.00	0	0.00
REGISTERED NURSE SENIOR	78,824	1.87	0	0.00	127,950	4.00	0	0.00
REGISTERED NURSE - CLIN OPERS	6,001	0.12	0	0.00	52,176	1.00	0	0.00
AGING PROGRAM SPEC I	26,871	0.67	40,982	1.00	40,982	1.00	0	0.00
INVESTIGATOR II	216,827	5.44	208,106	7.00	238,712	6.00	0	0.00
INVESTIGATOR III	23,478	0.54	0	0.00	32,000	1.00	0	0.00
CORRESPONDENCE & INFO SPEC I	26,535	0.81	0	0.00	68,184	2.00	0	0.00
MEDICAID PHARMACEUTICAL TECH	10,050	0.33	30,672	1.00	30,672	1.00	0	0.00
MEDICAID CLERK	185,370	6.87	191,378	10.00	191,378	10.00	0	0.00
MEDICAID TECHNICIAN	108,351	3.22	133,755	4.00	133,755	4.00	0	0.00
MEDICAID SPEC	813,477	21.75	1,071,833	24.00	1,071,833	24.00	0	0.00
MEDICAID UNIT SPV	172,751	3.86	224,262	5.00	185,723	4.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B1	92,113	2.00	91,933	2.00	91,933	2.00	0	0.00
HEALTH & SENIOR SVCS MANAGER 1	24,893	0.47	54,313	1.00	54,313	1.00	0	0.00
SOCIAL SERVICES MNGR, BAND 2	15,208	0.25	60,172	1.00	60,172	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DEPT	82,092	1.00	0	0.00	0	0.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	0	0.00	82,092	1.00	82,092	1.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MO MEDICAID AUDIT &amp; COMPLIANCE</b>								
<b>CORE</b>								
TYPIST	5,262	0.25	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	16,128	0.50	0	0.00	0	0.00	0	0.00
SPECIAL ASST PROFESSIONAL	202,291	3.89	276,743	5.00	159,108	3.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	7,686	0.29	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>2,518,254</b>	<b>67.27</b>	<b>3,062,818</b>	<b>82.00</b>	<b>3,062,818</b>	<b>82.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	55,422	0.00	83,118	0.00	79,345	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,608	0.00	14,381	0.00	14,381	0.00	0	0.00
SUPPLIES	40,422	0.00	8,340	0.00	8,840	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	1,340	0.00	1,680	0.00	2,080	0.00	0	0.00
COMMUNICATION SERV & SUPP	20,858	0.00	0	0.00	2,733	0.00	0	0.00
PROFESSIONAL SERVICES	1,063,669	0.00	1,531,550	0.00	1,531,550	0.00	0	0.00
M&R SERVICES	752,866	0.00	630,000	0.00	630,000	0.00	0	0.00
OFFICE EQUIPMENT	2,024	0.00	5,899	0.00	4,999	0.00	0	0.00
BUILDING LEASE PAYMENTS	1,540	0.00	0	0.00	1,540	0.00	0	0.00
MISCELLANEOUS EXPENSES	1,058	0.00	4,286	0.00	3,786	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,940,807</b>	<b>0.00</b>	<b>2,279,254</b>	<b>0.00</b>	<b>2,279,254</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,459,061</b>	<b>67.27</b>	<b>\$5,342,072</b>	<b>82.00</b>	<b>\$5,342,072</b>	<b>82.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$1,568,275</b>	<b>29.69</b>	<b>\$1,688,230</b>	<b>31.55</b>	<b>\$1,688,231</b>	<b>31.55</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$2,890,786</b>	<b>37.58</b>	<b>\$3,173,917</b>	<b>41.00</b>	<b>\$3,173,916</b>	<b>41.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$479,925</b>	<b>9.45</b>	<b>\$479,925</b>	<b>9.45</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): MO Medicaid Audit & Compliance (MMAC)**

### **1. What does this program do?**

MO Medicaid Audit & Compliance (MMAC) is a consolidation of staff from Department of Social Services (DSS), the Department of Mental Health (DMH), and the Department of Health and Senior Services (DHSS) that work to increase the number of program staff with clinical expertise who can better identify issues with patient care and claim irregularities within existing resources. Employees of the unit investigate and audit providers and work with contractors who provide recovery audit services to identify and recoup program overpayments billed by providers. The MMAC focuses on providing education to assist providers with understanding the requirements of the Medicaid program.

The MMAC seeks to ensure appropriate amounts are paid to legitimate providers for appropriate and reasonable services provided to eligible beneficiaries. The unit monitors Medicaid program compliance by providers and participants. The unit conducts post-payment reviews of MO HealthNet claims to assure that appropriate payments are made and that providers are billing and providing services in accordance with federal and state regulations.

The MMAC determines what enforcement activities to pursue following unit audits and investigations. These enforcement activities range from education, demand of repayment, program suspension, closed-end agreements, prepayment review, participant lock-in, to referral to the Medicaid Fraud Control Unit (MFCU), within the State Office of Attorney General in the case of providers or the MO HealthNet Investigation Unit (MIU), within the Department of Social Services, in the case of participants.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Federal law: Social Security Act Section 1902(a)(4), 1903(i)(2), and 1909; Federal regulations: 42 CFR, Part 455

### **3. Are there federal matching requirements? If yes, please explain.**

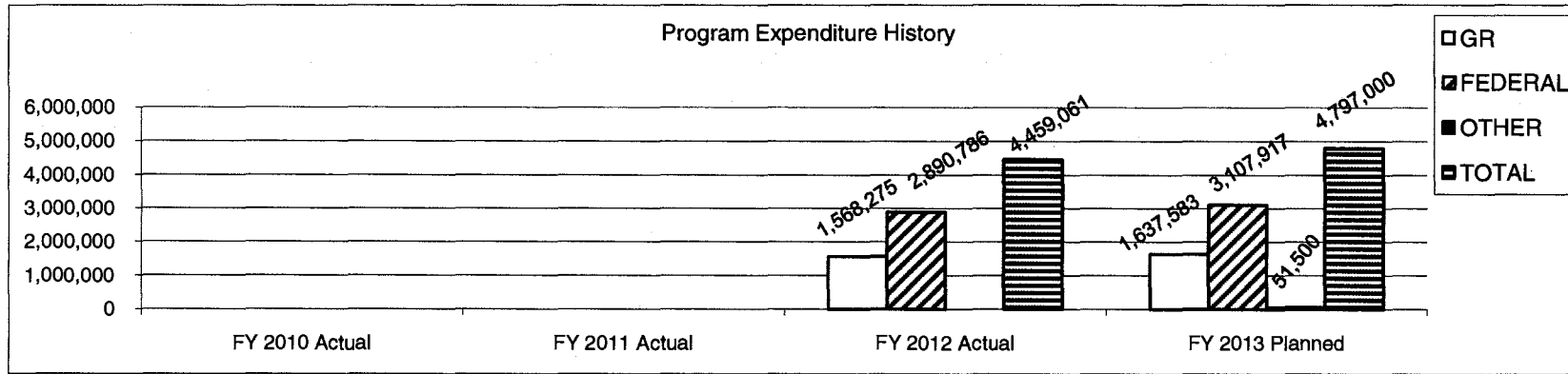
MMAC expenditures earn a 50% federal match. MMAC clinical staff and provider enrollment staff earn 75%

### **4. Is this a federally mandated program? If yes, please explain.**

Yes. The Social Security Act requires states to report fraud and abuse information and have a method to verify whether services reimbursed by Medicaid were actually furnished to recipients.



**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reserves and reverted.

Reverted: \$50,647 (General Revenue)

Reserves: \$494,425 (\$66,000 Federal and \$428,425 Other)

**6. What are the sources of the "Other" funds?**

Recovery Audit and Compliance Fund (0974) and Medicaid Provider Enrollment Fund (0990).

**7a. Provide an effectiveness measure.**

SFY	FFS Audit Recoveries		# of FFS Audits		Cost Avoidance		Average Recovery per Audit	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
FY2010		9,937,797		932		50,960,813		65,342
FY2011		8,239,318		1,139		40,024,215		42,374
FY2012		18,181,480		1,474		34,674,811		35,859
FY2013	18,181,480		1,474		34,674,811		35,859	
FY2014	18,181,480		1,474		34,674,811		35,859	
FY2015	18,181,480		1,474		34,674,811		35,859	

\*FY2011 recoveries were changed to reflect the State Program Integrity Assessment figures reported to CMS

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

**7b. Provide an efficiency measure.**

SFY	Source: Reports		Source: Information		Source: Referrals		# Claim Lines Reviewed	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
FY2010		77,037		849		3,893		1,721,886
FY2011		22,852		1,970		7,003		784,602
FY2012		2,112		7,788		4,431		679,734
FY2013	2,218		8,177		4,653		713,721	
FY2014	2,323		8,567		4,874		747,707	
FY2015	2,439		8,995		5,118		785,093	

Case hours and Claims reviewed based upon source.

\*FY2010 Source:Reports was changed to reflect accurate figures, prior figure of 7 million was inaccurate.

\*FY2012 represents the first year Program Integrity functioning solo apart from MO HealthNet and repurposing the unit.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Case Management System**

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>CASE MANAGEMENT SYSTEM</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	316,250	0.00	316,250	0.00	0	0.00
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	1,489,000	0.00	1,489,000	0.00	0	0.00
TOTAL - EE	0	0.00	1,805,250	0.00	1,805,250	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>1,805,250</b>	<b>0.00</b>	<b>1,805,250</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,805,250</b>	<b>0.00</b>	<b>\$1,805,250</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Case Management System

Budget Unit: 90046C

## 1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS				
EE	316,250	1,489,000		1,805,250
PSD				
TRF				
Total	316,250	1,489,000		1,805,250
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				0
PSD				
TRF				
Total	0	0		0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

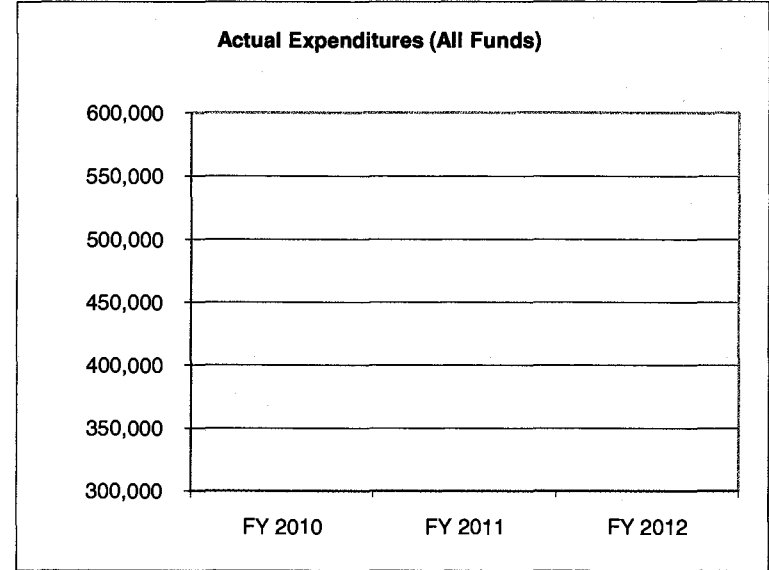
This funding provides systems mechanization to include Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

## 3. PROGRAM LISTING (list programs included in this core funding)

Case Management System

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)			2,000,000	1,805,250
Less Reverted (All Funds)			(12,405)	N/A
Budget Authority (All Funds)			1,987,595	N/A
Actual Expenditures (All Funds)			0	N/A
Unexpended (All Funds)			1,987,595	N/A
Unexpended, by Fund:				
General Revenue			401,095	N/A
Federal			1,586,500	N/A
Other			0	N/A
			(1)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 lapse due to timeliness of the Request For Proposal (RFP).

---

**CORE RECONCILIATION DETAIL**

---

**DEPT OF SOCIAL SERVICES**

---

**CASE MANAGEMENT SYSTEM**

---

---

**5. CORE RECONCILIATION DETAIL**

---

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	316,250	1,489,000	0	1,805,250	
	<b>Total</b>	<b>0.00</b>	<b>316,250</b>	<b>1,489,000</b>	<b>0</b>	<b>1,805,250</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	316,250	1,489,000	0	1,805,250	
	<b>Total</b>	<b>0.00</b>	<b>316,250</b>	<b>1,489,000</b>	<b>0</b>	<b>1,805,250</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	316,250	1,489,000	0	1,805,250	
	<b>Total</b>	<b>0.00</b>	<b>316,250</b>	<b>1,489,000</b>	<b>0</b>	<b>1,805,250</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
CASE MANAGEMENT SYSTEM								
CORE								
COMPUTER EQUIPMENT	0	0.00	1,805,250	0.00	1,805,250	0.00	0	0.00
TOTAL - EE	0	0.00	1,805,250	0.00	1,805,250	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$1,805,250	0.00	\$1,805,250	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$316,250	0.00	\$316,250	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$1,489,000	0.00	\$1,489,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Case Management System**

### **1. What does this program do?**

For Title XIX purposes, "systems mechanization" and "mechanized claims processing and information retrieval systems" is identified in section 1903(a)(3) of the Act and defined in regulation at 42 CFR 433.111. The objectives of this system and its enhancements include the Title XIX program control and administrative costs; service to recipients, providers and inquiries; operations of claims control and computer capabilities; and management reporting for planning and control.

The web-based application would allow for the random changes required in the Health Care industry and allow the State to be in compliance and proactive with many of the guidelines coming forth regarding requirements of electronic health records, mandatory exclusions database, and ownership and disclosure information of Medicaid providers.

The fraud and abuse application must have the ability for document scanning, workflow tracking, and querying/reporting capabilities. Department of Social Services will utilize these applications to monitor and validate the activities of the Recovery Audit Contractors, which is pending implementation. The fraud and abuse application must be able to record time spent and costs associated with investigations, audits, and recoveries. In addition, the application must allow for real-time claims analysis to recognize improper payments, fraudulent practices or abusive billing practices. It is desirable to have an application that can reconcile payments with funding sources at the time the overpayment occurred. Medicaid has different Federal match rates for different Medicaid eligibility packages.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Social Security Act, Section 1903 (a) (3); 42 CFR 43.111.

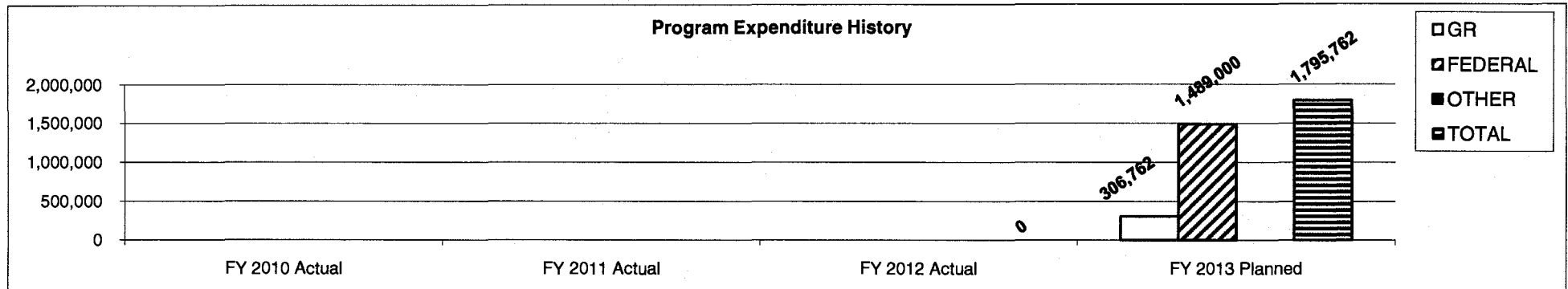
### **3. Are there federal matching requirements? If yes, please explain.**

Public Law 92-603 was enacted in which Section 235 provided for 90-percent Federal financial participation (FFP) for design, development, or installation, and 75-percent FFP for operation of state mechanized claims processing and information retrieval systems approved by the Centers for Medicare and Medicaid Services. An implementing regulation, 45 CFR 250.90 and 42 CFR 433, subpart C.

### **4. Is this a federally mandated program? If yes, please explain.**

N/A

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reverted.  
 Reverted: \$9,488 (General Revenue)

**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

Program is in process of implementation. Measures will be developed.

**7b. Provide an efficiency measure.**

Program is in process of implementation. Measures will be developed.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Recovery Audit & Compliance Contract**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>RECOVERY AUDIT &amp; COMPL CONTRT</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
RECOVERY AUDIT AND COMPLIANCE	1,105	0.00	500,000	0.00	500,000	0.00	0	0.00	
TOTAL - EE	1,105	0.00	500,000	0.00	500,000	0.00	0	0.00	
<b>TOTAL</b>	<b>1,105</b>	<b>0.00</b>	<b>500,000</b>	<b>0.00</b>	<b>500,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Recovery Audit and Complianc - 1886007</b>									
EXPENSE & EQUIPMENT									
RECOVERY AUDIT AND COMPLIANCE	0	0.00	0	0.00	700,000	0.00	0	0.00	
TOTAL - EE	0	0.00	0	0.00	700,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>700,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$1,105</b>	<b>0.00</b>	<b>\$500,000</b>	<b>0.00</b>	<b>\$1,200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

9/21/12 13:40

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
 Division: Office of Director  
 Core: Recovery Audit & Compliance Contract

Budget Unit: 90045C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS				
EE			500,000	500,000
PSD				
TRF				
Total			500,000	500,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit and Compliance Fund (0974)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				0
PSD				
TRF				
Total			0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

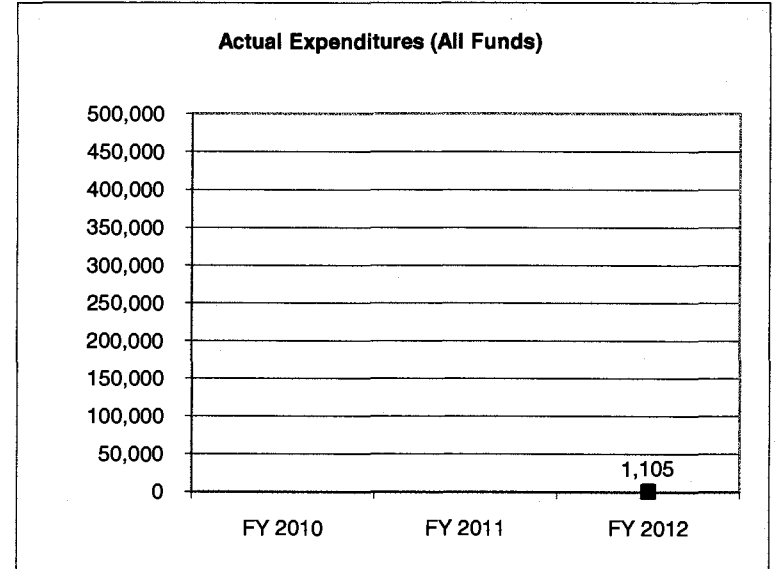
Federal law requires states to contract with a Recovery Audit Contractor to identify and recoup Medicaid provider overpayments. This appropriation funds contractor contingency percentage payments for overpayment recoveries.

## 3. PROGRAM LISTING (list programs included in this core funding)

Recovery Audit & Compliance Contract

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)			500,000	500,000
Less Reverted (All Funds)			(497,970)	N/A
Budget Authority (All Funds)			2,030	N/A
Actual Expenditures (All Funds)			1,105	N/A
Unexpended (All Funds)			926	N/A
Unexpended, by Fund:				
General Revenue			0	N/A
Federal			0	N/A
Other			926	N/A
			(1)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) Budget authority based on recoveries received into the Recovery Audit & Compliance Fund.

---

**CORE RECONCILIATION DETAIL**

---

**DEPT OF SOCIAL SERVICES****RECOVERY AUDIT & COMPL CONTRT**

---

---

**5. CORE RECONCILIATION DETAIL**

---

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	0	0	500,000	500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
RECOVERY AUDIT & COMPL CONTRT								
CORE								
PROFESSIONAL SERVICES	1,105	0.00	500,000	0.00	500,000	0.00	0	0.00
TOTAL - EE	1,105	0.00	500,000	0.00	500,000	0.00	0	0.00
GRAND TOTAL	\$1,105	0.00	\$500,000	0.00	\$500,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$1,105	0.00	\$500,000	0.00	\$500,000	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Office of Director**

**Program is found in the following core budget(s): Recovery Audit & Compliance Contract**

### 1. What does this program do?

The federal government requires states to contract with a Recovery Audit Contractor (RAC) to identify and recoup Medicaid provider overpayments. State Medicaid programs may contract with one or more RACs to identify underpayments and overpayments (and recoup overpayments). Payments to Medicaid RACs are contingency-based and linked to the payment inaccuracies the contractors are able to identify. Missouri has contracted with Cognosante as the Medicaid RAC.

Missouri Medicaid Audit and Compliance (MMAC) works with Cognosante to verify recoupment and/or payments. Once 100% of the payment has been received for the audits conducted, an invoice is submitted by Cognosante for the contingency fee percentage related to the amount of recoveries.

Contingency Fee Percentages:

Total Amount of Overpayment Recoveries	Contingency Percentage of Total Overpayments Recovered
\$0 to \$10,000,000	12.0%
\$10,000,000.01 to \$20,000,000	9.5%
\$20,000,000.01 to \$50,000,000	8.0%
\$50,000,000.01 to \$60,000,000	9.0%
> \$60,000,000.01	12.0%

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 6411 of the Patient Protection and Affordable Care Act (PPACA; Public Law 111-148) and the Health Care and Education Reconciliation Act (HCERA; Public Law 111-152) and Section 1902 (a) (42) (B) (ii) (IV) (contractor) of the Social Security Act.

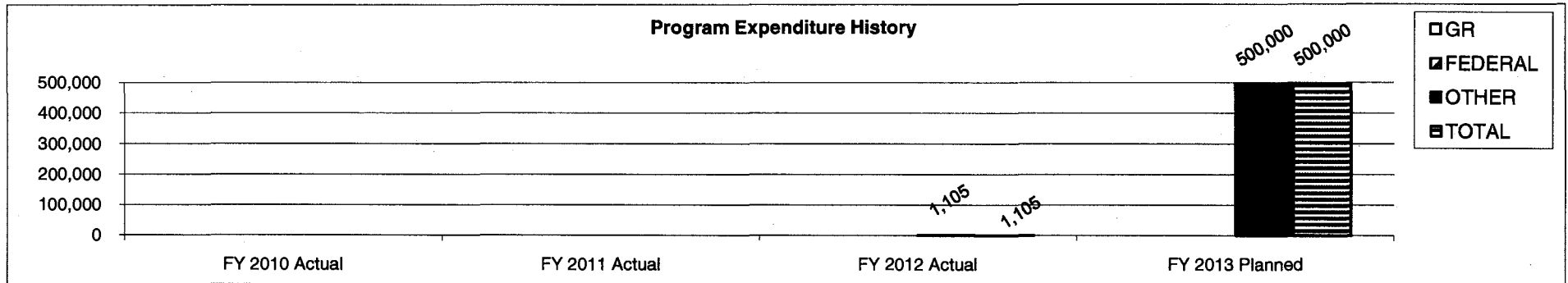
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

Yes. States are required to contract to identify and recoup Medicaid provider overpayments.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Recovery Audit and Compliance Fund (0974).

**7a. Provide an effectiveness measure.**

A new contract has been awarded. Measures have not been developed.

**7b. Provide an efficiency measure.**

A new contract has been awarded. Measures have not been developed.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

**NEW DECISION ITEM  
RANK: 19**

Department: Social Services  
Division: Office of Director  
DI Name: Recovery Audit and Compliance Contract Expansion

Budget Unit: 90045C  
DI#: 1886007

**1. AMOUNT OF REQUEST**

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS				
EE			700,000	700,000
PSD				
TRF				
Total			700,000	700,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit and Compliance Fund (0974)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				0
TRF				
Total	0	0	0	0
FTE				

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other:	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The State of Missouri has contracted with Cognasante to identify underpayments and recoup overpayments. The contractor will analyze claims by procedures codes and diagnosis using industry standardized codes and MO HealthNet Business rules to process improper claims on behalf of Missouri Medicaid. The amount the contractor is estimating it will recover is \$10 million.

Section 6411 of the Patient Protection and Affordable Care Act (PPACSA; Public Law 111-148); Health Care and Education Reconciliation Act (HCERA; Public Law 111-152); and Section 1902 (a) (42) (B) (ii) (IV) (Contractor) of the Social Security Act.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The payments to the Recovery Audit Contractor (RAC), Cognasante, is based on a percentage of the amount recovered from payment inaccuracies.

Estimated recovery	\$10,000,000
	12%
Total Payment to Cognasante	\$1,200,000
Payment due Contractor	\$1,200,000
Less: Core Amount	-\$500,000
Requested Amount	\$700,000

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req DOLLARS	GR	Dept Req FTE	GR	Dept Req DOLLARS	FED	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
<b>Total PS</b>		0		0.0		0	0.0	0	0.0	0	0.0	0
Professional Services								700,000		700,000		
<b>Total EE</b>	0					0		700,000		700,000	0	0
Program Distributions		0								0		
<b>Total PSD</b>	0					0		0		0		0
Transfers												
<b>Total TRF</b>	0					0		0		0		0
<b>Grand Total</b>	0			0.0		0	0.0	700,000	0.0	700,000	0.0	0

Budget Object Class/Job Class	Gov Rec DOLLARS	GR	Gov Rec FTE	GR	Gov Rec DOLLARS	FED	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS		0		0.0		0	0.0		0	0.0		0
Total EE		0				0			0			0
Program Distributions												
Total PSD		0				0			0			0
Transfers												
Total TRF		0				0			0			0
Grand Total		0		0.0		0	0.0		0	0.0		0

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Statistical information is unavailable for this fiscal year

**6b. Provide an efficiency measure.**

Statistical information is unavailable for this fiscal year

**6c. Provide the number of clients/individuals served, if applicable.**

N/A

**6d. Provide a customer satisfaction measure, if available.**

N/A

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

N/A

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
RECOVERY AUDIT & COMPL CONTRT								
DSS OPERATING NEW DI - 1888007								
PROFESSIONAL SERVICES	0	0.00	0	0.00	700,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	700,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$700,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$700,000	0.00		0.00

# **Medicaid Error Prevention**



## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MEDICAID ERROR PREVENTION</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
RECOVERY AUDIT AND COMPLIANCE	0	0.00	5,000,000	0.00	5,000,000	0.00	0	0.00
TOTAL - EE	0	0.00	5,000,000	0.00	5,000,000	0.00	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>5,000,000</b>	<b>0.00</b>	<b>5,000,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$5,000,000</b>	<b>0.00</b>	<b>\$5,000,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

# CORE DECISION ITEM

Department: Social Services  
Division: Office of Director  
Core: Medicaid Error Prevention

Budget Unit: 90047C

## 1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS				
EE			5,000,000	5,000,000
PSD				
TRF				
Total			5,000,000	5,000,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Recovery Audit Fund (0974)

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				0
PSD				
TRF				
Total			0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

## 2. CORE DESCRIPTION

This core funding supports efforts to educate providers on patterns of errors on Medicaid criteria for high-error claims and on process improvements to prevent errors commonly identified. After the Recovery Audit Contractors (RAC) are in place and provider education issues are identified, a portion of the funds recouped by the Medicaid RAC program will be dedicated and applied to provider educational opportunities.

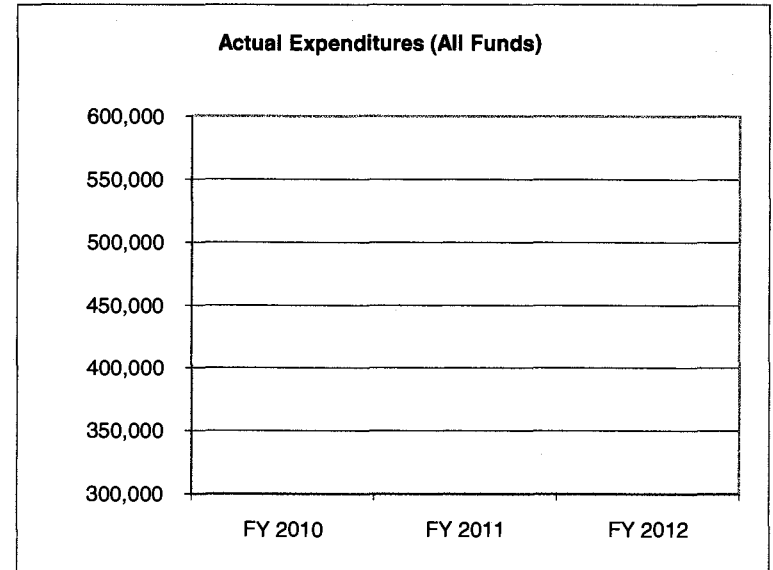
## 3. PROGRAM LISTING (list programs included in this core funding)

Medicaid Error Prevention

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)			5,000,000	5,000,000
Less Reverted (All Funds)			(5,000,000)	N/A
Budget Authority (All Funds)			0	N/A
Actual Expenditures (All Funds)			0	N/A
Unexpended (All Funds)			0	N/A
Unexpended, by Fund:				
General Revenue			0	N/A
Federal			0	N/A
Other			0	N/A

(1)



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY12 \$5,000,000 reverted due to lack of cash balance.

---

**CORE RECONCILIATION DETAIL**

---

**DEPT OF SOCIAL SERVICES**  
**MEDICAID ERROR PREVENTION**

---

---

**5. CORE RECONCILIATION DETAIL**

---

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	5,000,000	5,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>MEDICAID ERROR PREVENTION</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	0	0.00	5,000,000	0.00	5,000,000	0.00	0	0.00
TOTAL - EE	0	0.00	5,000,000	0.00	5,000,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$5,000,000	0.00	\$5,000,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$5,000,000	0.00	\$5,000,000	0.00		0.00

## PROGRAM DESCRIPTION

Department: Social Services

Program Name: Office of Director

Program is found in the following core budget(s): Medicaid Error Prevention

### 1. What does this program do?

This core funding supports efforts to educate providers on patterns of errors on Medicaid criteria for high-error claims and on process improvements to prevent errors commonly identified. After the Recovery Audit Contractors (RAC) are in place and provider education issues are identified, a portion of the funds recouped by the Medicaid RAC program will be dedicated and applied to provider educational opportunities.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Patient Protection and Affordable Care Act (PPADA: Public Law 111-148)

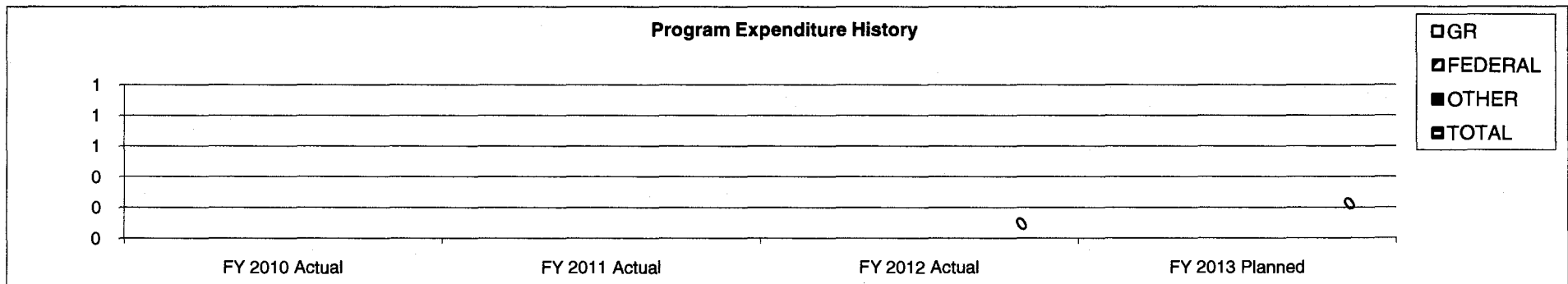
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2013 expenditures are net of reserves.

Reserves: \$5,000,000 (Other)

### 6. What are the sources of the "Other" funds?

Recovery Audit Fund (0974)

**7a. Provide an effectiveness measure.**

Program being implemented. Measures will be developed.

**7b. Provide an efficiency measure.**

Program being implemented. Measures will be developed.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Division of Finance and Administrative Services**



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	1,813,566	42.52	1,875,326	46.64	1,875,326	46.64	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	854,489	20.03	1,039,067	24.14	1,039,067	24.14	0	0.00	
CHILD SUPPORT ENFORCEMENT FUND	45,468	1.04	48,592	1.12	48,592	1.12	0	0.00	
DOSS ADMINISTRATIVE TRUST	0	0.00	3,982	0.10	3,982	0.10	0	0.00	
TOTAL - PS	2,713,523	63.59	2,966,967	72.00	2,966,967	72.00	0	0.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	436,665	0.00	408,190	0.00	408,190	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	152,458	0.00	252,473	0.00	252,473	0.00	0	0.00	
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	12,513	0.00	12,513	0.00	0	0.00	
DOSS ADMINISTRATIVE TRUST	1,128,567	0.00	1,500,317	0.00	1,500,317	0.00	0	0.00	
TOTAL - EE	1,717,690	0.00	2,173,493	0.00	2,173,493	0.00	0	0.00	
TOTAL	4,431,213	63.59	5,140,460	72.00	5,140,460	72.00	0	0.00	
<b>Pay Plan FY13-Cost to Continue - 0000013</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	1,412	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	759	0.00	0	0.00	
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	30	0.00	0	0.00	
TOTAL - PS	0	0.00	0	0.00	2,201	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	2,201	0.00	0	0.00	
<b>GRAND TOTAL</b>	<b>\$4,431,213</b>	<b>63.59</b>	<b>\$5,140,460</b>	<b>72.00</b>	<b>\$5,142,661</b>	<b>72.00</b>	<b>\$0</b>	<b>0.00</b>	

9/21/12 10:33

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Division of Finance and Administrative Services

Budget Unit: 88815C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS	1,875,326	1,039,067	52,574	2,966,967
EE	408,190	252,473	1,512,830	2,173,493
PSD				
TRF				
Total	2,283,516	1,291,540	1,565,404	5,140,460
FTE	46.64	24.14	1.22	72.00

<b>Est. Fringe</b>	964,105	534,184	27,028	1,525,318
--------------------	---------	---------	--------	-----------

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Child Support Enforcement Collections Fund (0169)  
Administrative Trust Fund (0545)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				
TRF				
Total	0	0	0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

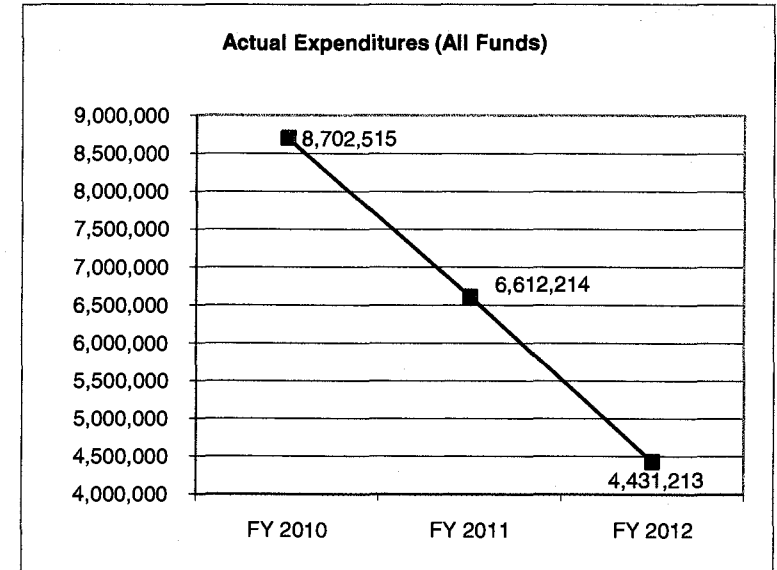
The core funding for the Division of Finance and Administrative Services (DFAS) is responsible for providing centralized financial and administrative support to all Department of Social Services divisions. In addition, staff are responsible for the department's research and data management functions which are included in the DFAS core budget.

## 3. PROGRAM LISTING (list programs included in this core funding)

Division of Finance and Administrative Services

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	8,938,901	9,204,554	5,256,364	5,140,460
Less Reverted (All Funds)	(118,620)	(72,518)	(72,256)	N/A
Budget Authority (All Funds)	8,820,281	9,132,036	5,184,108	N/A
Actual Expenditures (All Funds)	8,702,515	6,612,214	4,431,213	N/A
Unexpended (All Funds)	117,766	2,519,822	752,895	N/A
Unexpended, by Fund:				
General Revenue	6,421	87,692	86,066	N/A
Federal	106,808	188,525	275,733	N/A
Other	4,537	2,243,605	391,096	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY10 Federal Reserves of \$100,000.

(2) FY11 Federal Reserves of \$143,484.

(3) FY12 Federal Reserves of \$250,000. In FY12 there was a core reduction of \$3,947,752 in the Administrative Trust Fund for the consolidation of OA mail. This consolidation was in effect for a portion of FY11.

**CORE RECONCILIATION DETAIL**

**DFAS DIV FINANCE & ADMIN SVC**  
**FINANCE & ADMINISTRATIVE SRVS**

**5. CORE RECONCILIATION DETAIL**

				<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>										
				PS	72.00	1,875,326	1,039,067	52,574	2,966,967	
				EE	0.00	408,190	252,473	1,512,830	2,173,493	
				<b>Total</b>	<b>72.00</b>	<b>2,283,516</b>	<b>1,291,540</b>	<b>1,565,404</b>	<b>5,140,460</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
Core Reallocation	981	3113		PS	(0.00)	0	0	0	(0)	
Core Reallocation	981	3115		PS	0.00	0	0	0	0	
Core Reallocation	981	3117		PS	0.00	0	0	0	0	
Core Reallocation	981	3050		PS	(0.00)	0	0	0	0	
<b>NET DEPARTMENT CHANGES</b>					<b>(0.00)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				PS	72.00	1,875,326	1,039,067	52,574	2,966,967	
				EE	0.00	408,190	252,473	1,512,830	2,173,493	
				<b>Total</b>	<b>72.00</b>	<b>2,283,516</b>	<b>1,291,540</b>	<b>1,565,404</b>	<b>5,140,460</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				PS	72.00	1,875,326	1,039,067	52,574	2,966,967	
				EE	0.00	408,190	252,473	1,512,830	2,173,493	
				<b>Total</b>	<b>72.00</b>	<b>2,283,516</b>	<b>1,291,540</b>	<b>1,565,404</b>	<b>5,140,460</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	11,362	0.51	0	(0.00)	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	94,874	3.14	69,238	2.09	110,522	3.68	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	41,595	1.41	61,674	2.08	31,752	1.00	0	0.00
PRINTING/MAIL TECHNICIAN III	4,898	0.17	0	0.00	0	0.00	0	0.00
PRINTING/MAIL TECHNICIAN IV	23,851	0.81	15,702	0.51	15,702	0.51	0	0.00
STOREKEEPER I	43,471	1.79	26,824	1.05	26,824	1.05	0	0.00
PROCUREMENT OFCR I	32,375	0.91	33,215	1.00	33,215	1.00	0	0.00
PROCUREMENT OFCR II	97,193	2.24	82,982	2.00	82,982	2.00	0	0.00
OFFICE SERVICES COOR	53,315	1.32	39,427	1.02	39,427	1.02	0	0.00
ACCOUNT CLERK II	213,378	8.15	265,929	9.03	267,756	10.00	0	0.00
AUDITOR II	7,959	0.21	0	0.00	0	0.00	0	0.00
ACCOUNTANT I	89,952	2.99	158,889	5.00	157,062	4.03	0	0.00
ACCOUNTANT II	124,902	3.24	171,170	4.00	171,170	4.00	0	0.00
ACCOUNTING SPECIALIST I	8,587	0.25	35,302	1.00	35,302	1.00	0	0.00
ACCOUNTING SPECIALIST II	0	0.00	39,427	1.00	39,427	1.00	0	0.00
ACCOUNTING SPECIALIST III	5,358	0.12	0	0.00	0	0.00	0	0.00
BUDGET ANAL III	88,603	1.97	90,852	2.00	75,411	2.00	0	0.00
RESEARCH ANAL II	27,721	0.80	39,342	1.00	39,342	1.00	0	0.00
RESEARCH ANAL III	318,638	7.33	349,102	9.00	349,102	9.00	0	0.00
RESEARCH ANAL IV	106,584	2.00	108,627	2.00	108,627	2.00	0	0.00
EXECUTIVE I	31,522	1.04	31,211	1.00	31,211	1.00	0	0.00
EXECUTIVE II	64,284	1.77	92,352	3.02	92,352	3.02	0	0.00
TELECOMMUN ANAL IV	52,200	1.01	53,184	1.00	53,184	1.00	0	0.00
MOTOR VEHICLE DRIVER	52,076	2.20	71,276	3.00	25,068	3.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B1	93,106	1.91	147,770	3.00	146,031	3.00	0	0.00
FISCAL & ADMINISTRATIVE MGR B2	224,657	3.61	288,526	5.00	248,720	4.00	0	0.00
RESEARCH MANAGER B2	69,948	1.01	70,406	1.00	69,948	1.00	0	0.00
DIVISION DIRECTOR	91,800	1.01	91,800	1.00	91,800	1.00	0	0.00
DESIGNATED PRINCIPAL ASST DIV	100,115	1.25	147,264	2.00	82,092	1.00	0	0.00
MISCELLANEOUS TECHNICAL	11,632	0.25	0	0.00	0	0.00	0	0.00
MISCELLANEOUS PROFESSIONAL	1,022	0.01	9,476	0.19	1,022	0.19	0	0.00
SPECIAL ASST OFFICIAL & ADMSTR	90,895	1.13	57,092	1.00	82,092	1.00	0	0.00

9/21/12 10:34

im\_didetail

Page 1 of 7

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FINANCE &amp; ADMINISTRATIVE SRVS</b>								
<b>CORE</b>								
SPECIAL ASST PROFESSIONAL	305,082	4.98	147,700	2.50	339,656	5.50	0	0.00
SPECIAL ASST TECHNICIAN	62,683	1.54	71,310	2.00	41,712	1.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	79,247	2.02	88,536	2.00	78,456	2.00	0	0.00
<b>TOTAL - PS</b>	<b>2,713,523</b>	<b>63.59</b>	<b>2,966,967</b>	<b>72.00</b>	<b>2,966,967</b>	<b>72.00</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	11,164	0.00	13,225	0.00	13,225	0.00	0	0.00
TRAVEL, OUT-OF-STATE	322	0.00	2	0.00	2	0.00	0	0.00
SUPPLIES	161,319	0.00	123,510	0.00	123,510	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	9,558	0.00	15,391	0.00	15,391	0.00	0	0.00
COMMUNICATION SERV & SUPP	27,656	0.00	43,444	0.00	43,444	0.00	0	0.00
PROFESSIONAL SERVICES	357,853	0.00	333,943	0.00	333,943	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	2,915	0.00	5,264	0.00	5,264	0.00	0	0.00
M&R SERVICES	15,960	0.00	73,862	0.00	73,862	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	2	0.00	2	0.00	0	0.00
OFFICE EQUIPMENT	1,803	0.00	38,675	0.00	38,675	0.00	0	0.00
OTHER EQUIPMENT	223	0.00	302	0.00	302	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	2,763	0.00	2,763	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	20,232	0.00	20,232	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	2,360	0.00	2,360	0.00	0	0.00
MISCELLANEOUS EXPENSES	350	0.00	518	0.00	518	0.00	0	0.00
REBILLABLE EXPENSES	1,128,567	0.00	1,500,000	0.00	1,500,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>1,717,690</b>	<b>0.00</b>	<b>2,173,493</b>	<b>0.00</b>	<b>2,173,493</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,431,213</b>	<b>63.59</b>	<b>\$5,140,460</b>	<b>72.00</b>	<b>\$5,140,460</b>	<b>72.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$2,250,231	42.52	\$2,283,516	46.64	\$2,283,516	46.64		0.00
FEDERAL FUNDS	\$1,006,947	20.03	\$1,291,540	24.14	\$1,291,540	24.14		0.00
OTHER FUNDS	\$1,174,035	1.04	\$1,565,404	1.22	\$1,565,404	1.22		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Finance and Administrative Services**

**Program is found in the following core budget(s): Division of Finance and Administrative Services**

### 1. What does this program do?

The Division of Finance and Administrative Services provides centralized financial and administrative support to all Department of Social Services (DSS) divisions.

In addition, staff responsible for the department's research and data management functions are included in the DFAS. The Center for Management Information (CMI) provides direction for the Department's research and data management functions, which also includes coordination of all legislative fiscal notes.

Following is a description of core DFAS functions.

- Budget:** DFAS directs and prepares the department budget, compiling and evaluating budget proposals from DSS divisions. In addition, DFAS serves as the department's budget liaison with Office of Administration and House and Senate budget staff and supports divisions during budget hearings. The budget section is responsible for department expenditure control, assuring there is sufficient cash to support available authority, monitoring spending rates and determining that department expenditures are within the scope of house bill intent. DFAS also coordinates all fiscal note preparation for the Department and provides a central contact point for the legislature and Governor's Office for all fiscal note inquiries and questions.

- Compliance and Quality Control:** DFAS monitors DSS sub-recipients through onsite visits and desk reviews to ensure both State contract and federal grant requirements are being met. Additionally, staff perform contract compliance reviews to determine if program-specific contract deliverables and financial requirements are met. DFAS also performs internal reviews of department financial systems, payment processes and procedures. In this effort, audit staff are charged with identifying weaknesses in department financial controls and opportunities to improve operational efficiencies. DFAS serves as the point of contact with the outside audit such as the State Auditor's office and the Office of Inspector General.

- Contract Management and Procurement:** DFAS coordinates the development of Requests for Proposals (RFP's) and assists with securing contracts for various goods and services. DFAS manages all OA procurement/contract delegations and ensures there are appropriate agreements/contracts in place to protect the agency's interests and to avoid unintended breaks in service delivery. All procurement functions are in accordance with applicable statutes. DFAS procurement officers serve as liaisons between program divisions and the Office of Administration, Division of Purchasing and Materials Management.

- Grants and Cash Management:** DFAS manages approximately 60 grants with a value of over \$7.2 billion in federal funds. The agency serves as the single state contact for federal grants that include Temporary Aid to Needy Families (TANF), Social Services Block Grant (SSBG), Medicaid Title XIX and Title XXI (CHIP), Title IV-D (child support) and Title IV-E (child welfare). The Division is responsible for the processes that provide for daily cash draws and deposits to federal funds to support DSS and certain other departments' programs. As the single state contact, DFAS compiles required monthly, quarterly and annual reports associated with each grant and submits these to the federal government on behalf of DSS or another department.

- Payables/Receivables/Payroll:** DFAS maintains final approval of payments and is charged with overall compliance with state and federal laws or regulations and adherence to sound and accepted accounting principles. Maintenance of employee time and leave and management of all issues related to salary payments fall under the division's responsibilities.

•**Office Services/Warehouse/Emergency Management:** DFAS leads DSS initiatives to provide statewide mass care (shelter, food and water) coordination during emergencies through the assistance of partner agencies (Red Cross, Salvation Army and other volunteer agencies active in disasters). Administrative responsibilities include acquisition, storage and distribution of bulk supplies and forms/envelopes; management and tracking of non-expendable property/fixed assets inventory; surplus property retrieval and disposition; technical support in the design, acquisition and installation of telecommunication services and equipment for DSS offices; and delivery of supplies to JC offices and shipping via UPS and freight companies. DFAS also provides mail courier services for offices located in St. Louis and St. Louis County and acts as a liaison on building matters between the program divisions (Jefferson City and field offices) and the Office of Administration, Division of Facilities Management/Design and Construction.

•**The Center for Management Information:** CMI provides data to the Department of Social Services. CMI uses a variety of tools to produce a wide range of reports, both periodic and ad hoc, about the Department's programs, many of which are made available to the public on the Department's website. These statistical reports, coupled with data analysis, are used to inform planning, policy formation, and decision-making. In addition, CMI assists in supplying information about the Department's programs to constituents, the General Assembly, the Executive, Federal government, and the media.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

State Statute: RSMo. 660.010.

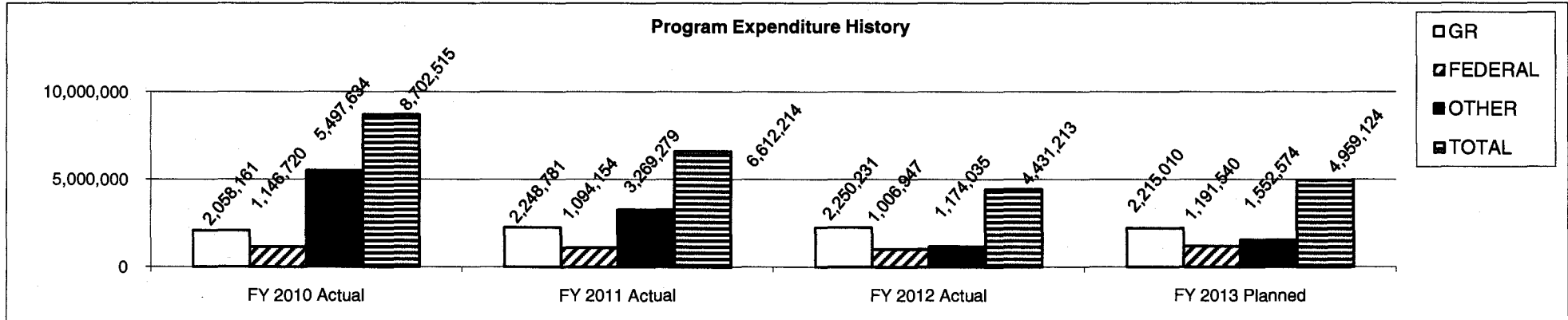
**3. Are there federal matching requirements? If yes, please explain.**

This program does not have a federal matching requirement; however expenditures are pooled with other departmental administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reserves and reverted.

Reverted: \$68,506 (General Revenue)

Reserves: \$112,830 (\$100,000 Federal and \$12,830 Other)



**6. What are the sources of the "Other " funds?**

Child Support Enforcement Fund (0169) and DOSS Administrative Trust (0545).

**7a. Provide an effectiveness measure.**

SFY	Average Time Between Invoice and Vendor Payment (Days)	
	Projected	Actual
2010	24	20
2011	20	24
2012	20	26
2013	20	
2014	20	
2015	20	

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other effectiveness measures can be found in divisional sections.

**7b. Provide an efficiency measure.**

SFY	Average Number of Payment Documents Processed per FTE		
	# of FTE	Projected	Actual
2010	9.0	10,500	18,625
2011	8.0	20,875	19,080
2012	9.0	21,800	16,962
2013	11.0	13,878	
2014	11.0	13,878	
2015	11.0	13,878	

The Division of Finance and Administrative Services provides support functions for all DSS divisions and programs. Other efficiency measures be found in divisional sections.

Number of payment documents processed per FTE will decline as DFAS assumes more responsibility for payment review from field staff. The re-organization of payment functions will be more efficient for the department as a whole.

**7c.** Provide the number of clients/individuals served, if applicable.

SFY	Purchasing Requisitions Processed		Travel Expenses Processed	
	Projected	Actual	Projected	Actual
2010	13,200	*	33,000	25,744
2011	13,000	8,552	24,000	19,518
2012	9,000	9887	20,000	19,624
2013	9,000		20,000	
2014	9,000		20,000	
2015	9,000		20,000	

\*Due to employee turnover, purchase requisitions processed were not tracked in FY10.

SFY	Number of Payment Documents Processed	
	Projected	Actual
2010	180,000	167,628
2011	167,000	152,640
2012	153,000	152,658
2013	153,000	
2014	153,000	
2015	153,000	

**7d.** Provide a customer satisfaction measure, if available.

N/A

# **Revenue Maximization**

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>REVENUE MAXIMATION</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
DEPT OF SOC SERV FEDERAL & OTH	771,925	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
TOTAL - EE	771,925	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
TOTAL	771,925	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$771,925</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$5,250,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

9/21/12 10:33

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Revenue Maximization

Budget Unit: 88817C

## 1. CORE FINANCIAL SUMMARY

	FY 2014 Budget Request			
	GR	Federal	Other	Total
PS				
EE		5,250,000		5,250,000
PSD				
TRF				
Total		5,250,000		5,250,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

	FY 2014 Governor's Recommendation			
	GR	Federal	Other	Total
PS				
EE				0
PSD				
TRF				
Total		0		0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds:

## 2. CORE DESCRIPTION

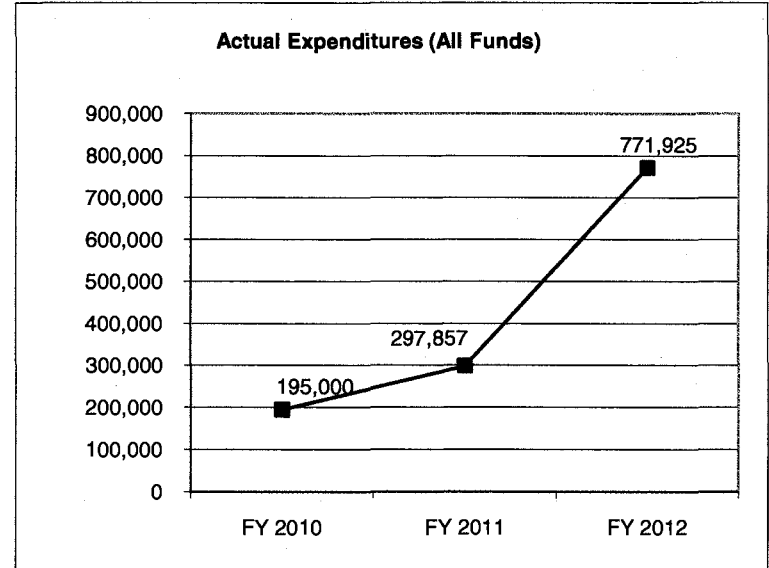
Core budget to provide the Department of Social Services (DSS) with a mechanism for payment of fees to contractors who engage in revenue maximization projects on behalf of the Department.

## 3. PROGRAM LISTING (list programs included in this core funding)

Revenue Maximization

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	250,000	298,000	1,000,000	5,250,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	250,000	298,000	1,000,000	N/A
Actual Expenditures (All Funds)	195,000	297,857	771,925	N/A
Unexpended (All Funds)	55,000	143	228,075	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	55,000	143	228,075	N/A
Other	0	0	0	N/A
	(1)	(2)	(3)	(4)



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

- (1) FY 10 - \$55,000 federal fund agency reserve for authority in excess of cash.
- (2) FY 11- "E" increase of \$48,000 federal fund 0610.
- (3) FY 12 - "E" increase of \$750,000 federal fund 0610.
- (4) FY 13- "E" eliminated and appropriation increased.

## CORE RECONCILIATION DETAIL

DFAS DIV FINANCE & ADMIN SVC  
REVENUE MAXIMATION

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	5,250,000	0	5,250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,250,000</b>	<b>0</b>	<b>5,250,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	5,250,000	0	5,250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,250,000</b>	<b>0</b>	<b>5,250,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	5,250,000	0	5,250,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>5,250,000</b>	<b>0</b>	<b>5,250,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>REVENUE MAXIMATION</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	771,925	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
TOTAL - EE	771,925	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
GRAND TOTAL	\$771,925	0.00	\$5,250,000	0.00	\$5,250,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$771,925	0.00	\$5,250,000	0.00	\$5,250,000	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Revenue Maximization**

**Program is found in the following core budget(s): Revenue Maximization**

### 1. What does this program do?

Provides a mechanism to make contingency contract payments on revenue maximization projects. The Department of Social Services works with contracted entities that specialize in maximizing federal program dollars and identifying other non-GR sources.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

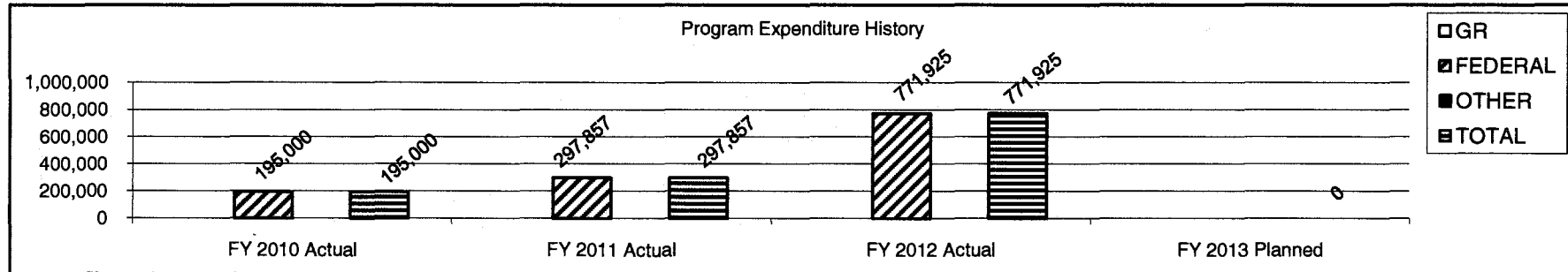
### 3. Are there federal matching requirements? If yes, please explain.

No. Generally, contractors are paid from new federal funds resulting from successful revenue maximization projects. There may be a state match required to receive the additional funds.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2013 expenditures are net of reserves.

Reserves: \$5,250,000 (Federal)

### 6. What are the sources of the "Other " funds?

N/A

**7a. Provide an effectiveness measure.**

SFY	Title IV-E New Revenues		Medicaid New Revenues		TANF Revenues	
	Projected	Actual	Projected	Actual	Projected	Actual
2010	\$0	\$0	\$0	\$31,693,332	\$0	\$18,000,000
2011	\$0	\$0	\$10,000,000	\$0	\$29,500,000	\$22,800,000
2012	\$0	\$0	\$0	\$0	\$10,000,000	\$18,880,316
2013	\$0		\$10,900,000		\$10,000,000	
2014	\$0		Unknown*		Unknown**	
2015	\$0		Unknown*		Unknown**	

Fiscal Year 2012 and 2013 TANF Revenues reflect TANF Contingency Funds

\*DSS has awarded a long-term care modernization project (Fall 2011). This is a substantial multi-year project and is too early to estimate new Medicaid Revenues for FY 2014 and FY 2015

\*\*Additional TANF Revenues are dependent on the availability of TANF contingency fund.

**7b. Provide an efficiency measure.**

SFY	New Annual Revenue per \$1 Cost*	
	Projected	Actual**
2010	\$20	\$254.84
2011	\$20	\$76.55
2012	\$40	\$24.50
2013	\$44	
2014	Unknown***	
2015	Unknown***	

\*Anticipated revenues from fully implemented initiatives

\*\*No contractor payments for current initiatives after not-to-exceed contractor cost cap is reached

\*\*\*DSS has awarded a long-term care modernization project (Fall 2011). This is a substantial multi-year project and is too early to estimate new Medicaid Revenues for FY 2014 and FY 2015

For FY 2014, it is estimated that 17.8% of new federal funding will be generated.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Receipt and Disbursement- Refunds**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
TITLE XIX-FEDERAL AND OTHER	4,112,665	0.00	1,397,000	0.00	1,397,000	0.00	0	0.00	
FEDERAL AND OTHER	72,519	0.00	53,000	0.00	53,000	0.00	0	0.00	
TEMP ASSIST NEEDY FAM FEDERAL	5,577	0.00	25,000	0.00	25,000	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	140,136	0.00	225,000	0.00	225,000	0.00	0	0.00	
PHARMACY REBATES	0	0.00	25,000	0.00	25,000	0.00	0	0.00	
THIRD PARTY LIABILITY COLLECT	134,164	0.00	125,000	0.00	125,000	0.00	0	0.00	
PREMIUM	2,018,773	0.00	650,000	0.00	650,000	0.00	0	0.00	
TOTAL - PD	6,483,834	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00	
TOTAL	6,483,834	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00	
GRAND TOTAL	\$6,483,834	0.00	\$2,500,000	0.00	\$2,500,000	0.00	\$0	0.00	

9/21/12 10:33

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Receipt and Disbursement - Refunds

Budget Unit: 88853C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request					FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Federal	Other	Total
PS					PS				
EE					EE				
PSD		1,700,000	800,000	2,500,000	PSD				0
TRF					TRF				
Total		1,700,000	800,000	2,500,000	Total		0	0	0
FTE				0.00	FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Third Party Liability Collections Fund (0120)  
Premium Fund (0885)  
Pharmacy Rebates (0114)

Other Funds:

Note: "E's" are requested in all funds.

## 2. CORE DESCRIPTION

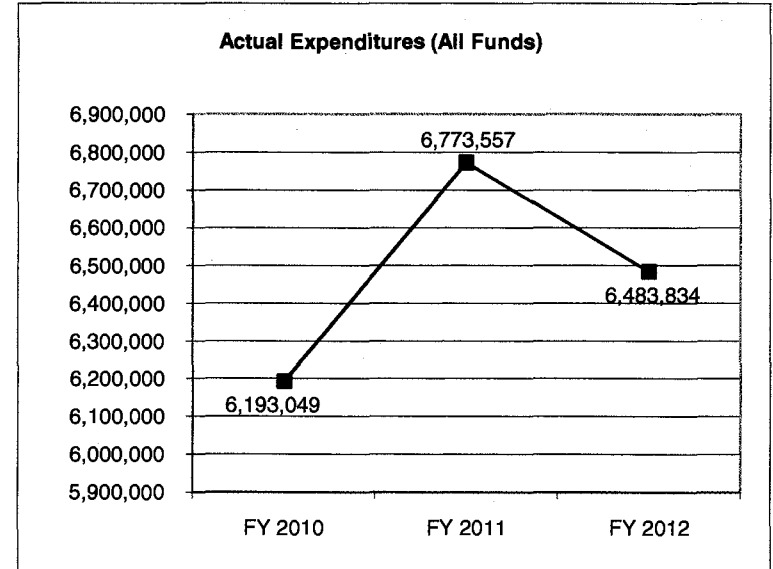
Core budget for the Division of Finance and Administrative Services to manage (refund) incorrectly deposited receipts.

## 3. PROGRAM LISTING (list programs included in this core funding)

Receipt and Disbursement - Refunds

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	6,511,515	7,170,450	6,703,000	2,500,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	6,511,515	7,170,450	6,703,000	N/A
Actual Expenditures (All Funds)	6,193,049	6,773,557	6,483,834	N/A
Unexpended (All Funds)	318,466	396,893	219,166	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	121,629	309,478	213,103	N/A
Other	196,838	87,415	6,063	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY10 "E" increases of \$2,586,515 federal fund (0163); \$200,000 Third Party Liability; \$1,225,000 Premiums

(2) FY11 "E" increases of \$26,450 federal fund (0610); \$3,114,000 federal fund (0163); \$50,000 Third Party Liability; \$1,480,000 Premiums

(3) FY12 "E" increases of \$25,000 federal fund (0610); \$2,794,000 federal fund (0163); \$15,000 Third Party Liability (0120); \$1,369,000 Premiums (0885)

---

**CORE RECONCILIATION DETAIL**

---

**DFAS DIV FINANCE & ADMIN SVC**

---

**RECEIPT & DISBURSEMENT-REFUNDS**

---

---

**5. CORE RECONCILIATION DETAIL**

---

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	1,700,000	800,000	2,500,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>1,700,000</b>	<b>800,000</b>	<b>2,500,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>RECEIPT &amp; DISBURSEMENT-REFUNDS</b>								
<b>CORE</b>								
REFUNDS	6,483,834	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
TOTAL - PD	6,483,834	0.00	2,500,000	0.00	2,500,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$6,483,834</b>	<b>0.00</b>	<b>\$2,500,000</b>	<b>0.00</b>	<b>\$2,500,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$4,330,897	0.00	\$1,700,000	0.00	\$1,700,000	0.00		0.00
OTHER FUNDS	\$2,152,937	0.00	\$800,000	0.00	\$800,000	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Receipt and Disbursement--Refunds**

**Program is found in the following core budget(s): Receipt and Disbursement--Refunds**

### 1. What does this program do?

This appropriation allows the department to make timely deposits of all receipts and then to make refunds or corrections when necessary. Pursuing this method creates additional interest earnings for the state treasury. Delaying the deposit of funds increases the chance that funds will be misused. The State Auditor, who routinely reviews the cash receipt function of the department for accuracy and timeliness, endorses prompt deposit of all funds received. This appropriation also affords the division the authority to make correcting payments in the event funds were originally deposited to an inappropriate fund or when refunds to the payer are required due to an original overpayment.

The Department of Social Services receives hundreds of checks daily. Fiscal integrity and internal controls over cash receipts call for prompt deposit of all funds until a determination can be made as to proper deposit or distribution of the funds. A typical transaction would be when insurance companies and/or other parties liable for medical bills of clients reimburse Medicaid for the entire cost of the care rather than only the portion paid by Medicaid. Later, when the proper amount is determined, a refund is issued from this account for the difference. Another frequent use of this appropriation is to refund a portion of the premium paid by a family

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 660.010.

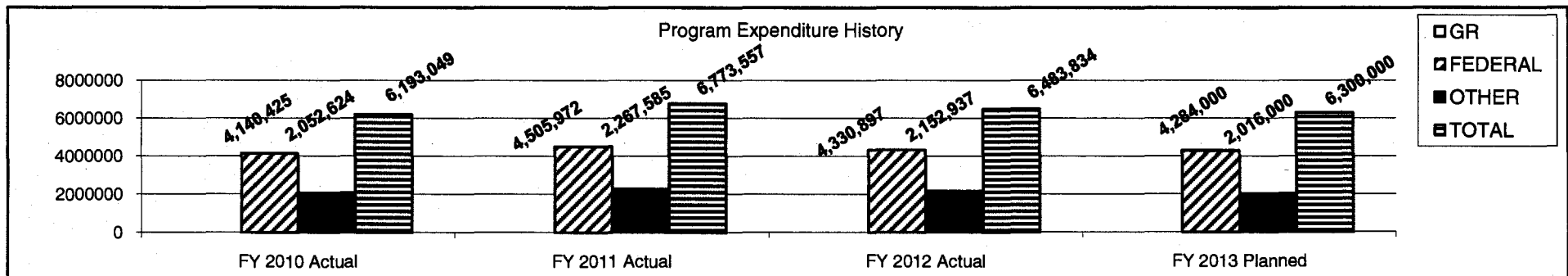
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



**6. What are the sources of the "Other " funds?**

Pharmacy Rebates (0114), Third Party Liability Collections Fund (0120), and Premium Fund (0885).

**7a. Provide an effectiveness measure.**

SFY	Amount of Refunds Processed	
	Projected	Actual
2010	\$6,500,000	\$6,193,049
2011	\$6,300,000	\$6,773,557
2012	\$6,300,000	\$6,483,834
2013	\$6,300,000	
2014	\$6,300,000	
2015	\$6,300,000	

**7b. Provide an efficiency measure.**

This is an operational appropriation for a pass through funding source. Efficiency measures are not applicable.

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Neglected and Delinquent Children**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
NEGLECTED & DELINQUENT CHLDRN									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	1,938,832	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
TOTAL - PD	1,938,832	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
TOTAL	1,938,832	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00	
GRAND TOTAL	\$1,938,832	0.00	\$2,100,000	0.00	\$2,100,000	0.00	\$0	0.00	

9/21/12 10:33

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Finance and Administrative Services  
Core: Neglected and Delinquent Children

Budget Unit: 88854C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS				
EE				
PSD	2,100,000			2,100,000
TRF				
Total	2,100,000			2,100,000
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				
EE				
PSD				0
TRF				
Total	0			0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

## 2. CORE DESCRIPTION

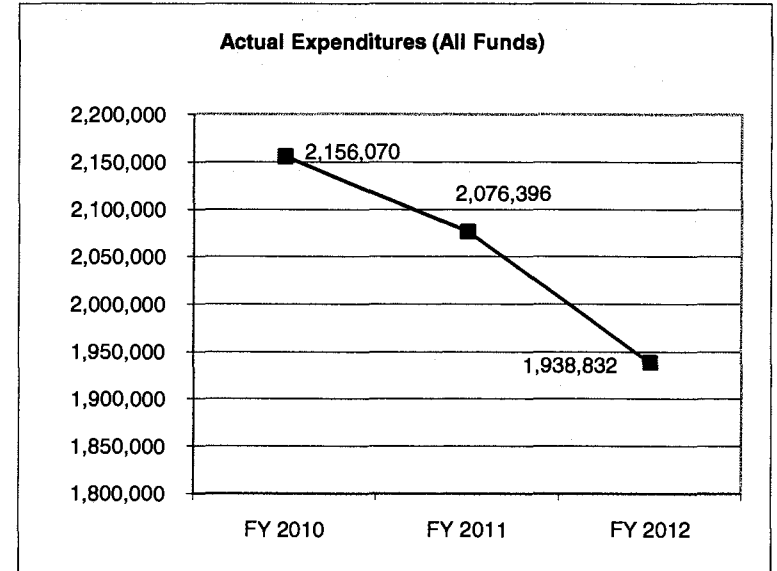
Core budget for state payments to counties for juveniles in county detention centers, pursuant to Sections 211.151 and 211.156, RSMo.

## 3. PROGRAM LISTING (list programs included in this core funding)

Payments to counties for neglected and delinquent children.

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	2,484,608	2,100,000	2,100,000	2,100,000
Less Reverted (All Funds)	(319,608)	0	(63,000)	N/A
Budget Authority (All Funds)	2,165,000	2,100,000	2,037,000	N/A
Actual Expenditures (All Funds)	2,156,070	2,076,396	1,938,832	N/A
Unexpended (All Funds)	8,930	23,604	98,168	N/A
Unexpended, by Fund:				
General Revenue	8,930	23,604	98,168	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

**CORE RECONCILIATION DETAIL**

**DFAS DIV FINANCE & ADMIN SVC**  
**NEGLECTED & DELINQUENT CHLDRN**

**5. CORE RECONCILIATION DETAIL**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	2,100,000	0	0	2,100,000	
	<b>Total</b>	<b>0.00</b>	<b>2,100,000</b>	<b>0</b>	<b>0</b>	<b>2,100,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>NEGLECTED &amp; DELINQUENT CHLDRN</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	1,938,832	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00
TOTAL - PD	1,938,832	0.00	2,100,000	0.00	2,100,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$1,938,832</b>	<b>0.00</b>	<b>\$2,100,000</b>	<b>0.00</b>	<b>\$2,100,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$1,938,832	0.00	\$2,100,000	0.00	\$2,100,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Neglected and Delinquent Children**

**Program is found in the following core budget(s): Neglected and Delinquent Children**

### 1. What does this program do?

Provides payments to county youth detention programs for juveniles detained in the juvenile justice system. Payments are made in accordance with Section 211.156 RSMo. at a daily rate between \$14 and \$37 established by appropriation. The General Assembly appropriated funds for FY12 to provide a daily reimbursement rate of \$14 as authorized by law.

County detention facilities administered locally by the counties and circuit courts are part of the continuum of services designed to protect Missourians from youth that have entered the juvenile justice system. Counties submit reimbursement requests to the Division of Finance and Administrative Services (DFAS) monthly. The DFAS requires the counties to certify in writing that the child for whom reimbursement is requested has been detained in accordance with state statute.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

State Statute: RSMo. 211.151, 211.156.

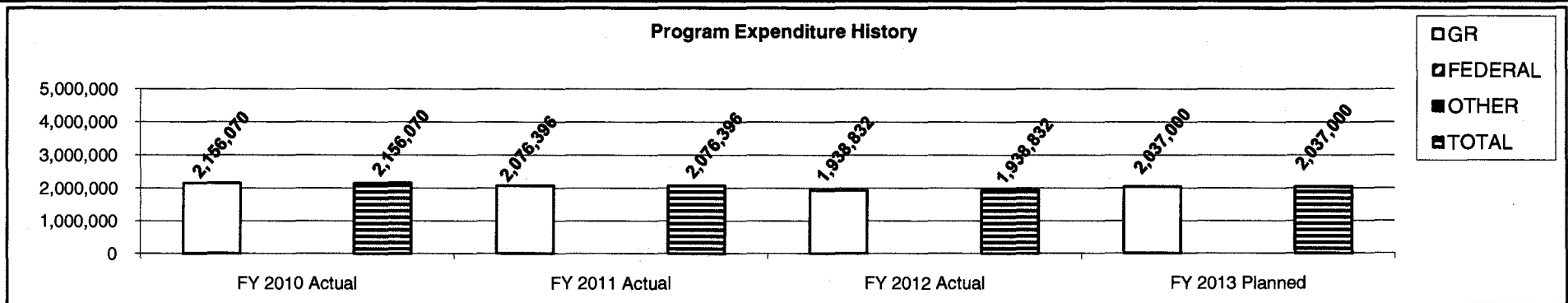
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



Planned FY 2013 expenditures are net of reverted.

Reverted: \$63,000 (General Revenue)

**6. What are the sources of the "Other " funds?**

N/A

**7a. Provide an effectiveness measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Effectiveness measures are incorporated in these divisions program description forms.

**7b. Provide an efficiency measure.**

Reimbursement affects programs and clients in the Children's Division and the Division of Youth Services. Efficiency measures are incorporated in these divisions program description forms.

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Detention Days Reimbursed	
	Projected	Actual
2009	235,857	159,212
2010	177,472	154,005
2011	154,000	148,314
2012	154,000	138,488
2013	154,000	
2014	154,000	
2015	154,000	

**7d. Provide a customer satisfaction measure, if available.**

N/A

# **Division of Legal Services**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>DIVISION OF LEGAL SERVICES</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	1,401,342	35.39	1,675,331	41.92	1,675,331	41.92	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	2,846,696	71.93	3,025,599	67.69	3,025,599	67.69	0	0.00	
THIRD PARTY LIABILITY COLLECT	538,621	13.62	563,219	13.29	563,219	13.29	0	0.00	
CHILD SUPPORT ENFORCEMENT FUND	63,820	1.59	167,647	3.07	167,647	3.07	0	0.00	
TOTAL - PS	4,850,479	122.53	5,431,796	125.97	5,431,796	125.97	0	0.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	37,487	0.00	89,432	0.00	65,675	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	393,637	0.00	665,910	0.00	665,910	0.00	0	0.00	
THIRD PARTY LIABILITY COLLECT	49,206	0.00	114,724	0.00	114,724	0.00	0	0.00	
TOTAL - EE	480,330	0.00	870,066	0.00	846,309	0.00	0	0.00	
TOTAL	5,330,809	122.53	6,301,862	125.97	6,278,105	125.97	0	0.00	
<b>Pay Plan FY13-Cost to Continue - 0000013</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	1,242	0.00	0	0.00	
DEPT OF SOC SERV FEDERAL & OTH	0	0.00	0	0.00	2,364	0.00	0	0.00	
THIRD PARTY LIABILITY COLLECT	0	0.00	0	0.00	454	0.00	0	0.00	
CHILD SUPPORT ENFORCEMENT FUND	0	0.00	0	0.00	71	0.00	0	0.00	
TOTAL - PS	0	0.00	0	0.00	4,131	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	4,131	0.00	0	0.00	
<b>GRAND TOTAL</b>	<b>\$5,330,809</b>	<b>122.53</b>	<b>\$6,301,862</b>	<b>125.97</b>	<b>\$6,282,236</b>	<b>125.97</b>	<b>\$0</b>	<b>0.00</b>	

9/21/12 10:43

im\_disummary

# CORE DECISION ITEM

Department: Social Services  
Division: Legal Services  
Core: Legal Services

Budget Unit: 88912C

## 1. CORE FINANCIAL SUMMARY

FY 2014 Budget Request				
	GR	Federal	Other	Total
PS	1,675,331	3,025,599	730,866	5,431,796
EE	65,675	665,910	114,724	846,309
PSD				
TRF				
Total	1,741,006	3,691,509	845,590	6,278,105
FTE	41.92	67.69	16.36	125.97

<b>Est. Fringe</b>	861,288	1,555,460	375,738	2,792,486
--------------------	---------	-----------	---------	-----------

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Third Party Liability Collections Fund (0120)  
Child Support Enforcement Fund (0169)

FY 2014 Governor's Recommendation				
	GR	Federal	Other	Total
PS				0
EE				0
PSD				0
TRF				
Total	0	0	0	0
FTE				0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

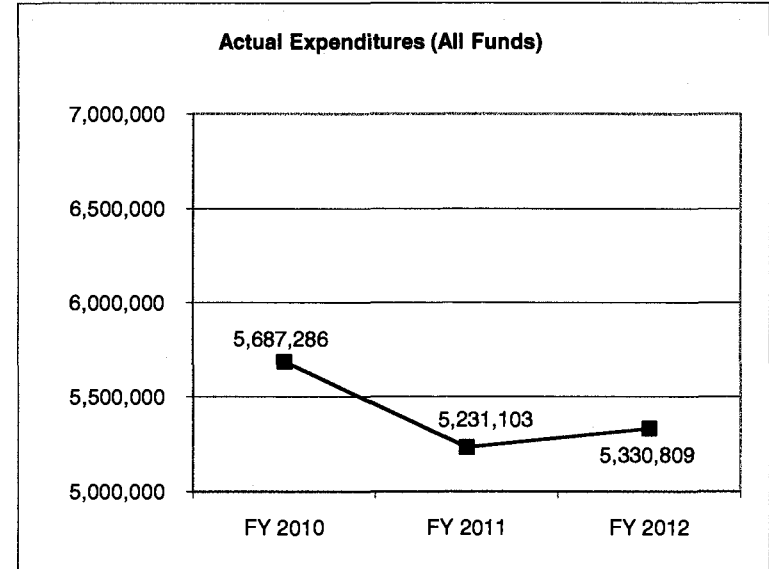
Core funding for the Division of Legal Services (DLS) to provide comprehensive legal support to all program and support divisions in the Department of Social Services.

## 3. PROGRAM LISTING (list programs included in this core funding)

Division of Legal Services

#### 4. FINANCIAL HISTORY

	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Current Yr.
Appropriation (All Funds)	6,271,047	6,122,720	5,943,556	6,301,862
Less Reverted (All Funds)	(267,243)	(52,078)	(45,631)	N/A
Budget Authority (All Funds)	6,003,804	6,070,642	5,897,925	N/A
Actual Expenditures (All Funds)	5,687,286	5,231,103	5,330,809	N/A
Unexpended (All Funds)	316,518	839,539	567,116	N/A
Unexpended, by Fund:				
General Revenue	13,643	96,326	36,573	N/A
Federal	238,596	570,772	348,047	N/A
Other	64,279	172,441	182,496	N/A
	(1)	(2)	(3)	



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary expenditure restrictions.

#### NOTES:

(1) FY10 \$218,710 Federal Fund agency reserve for authority in excess of cash, \$58,948 Third Party Liability fund agency reserve.

(2) FY11 \$296,555 Federal Fund agency reserve for authority in excess of cash, \$80,948 Child Support Enforcement fund agency reserve.

(3) FY12 \$271,354 Federal Fund agency reserve, \$65,948 Child Support Enforcement fund agency reserve.

## CORE RECONCILIATION DETAIL

### DLS DIVISION OF LEGAL SERVICES

### DIVISION OF LEGAL SERVICES

#### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	125.97	1,675,331	3,025,599	730,866	5,431,796	
	EE	0.00	89,432	665,910	114,724	870,066	
	<b>Total</b>	<b>125.97</b>	<b>1,764,763</b>	<b>3,691,509</b>	<b>845,590</b>	<b>6,301,862</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	857 6354 EE	0.00	(23,757)	0	0	(23,757)	FY13 TANF Drug Testing Implementation one-time costs.
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>(23,757)</b>	<b>0</b>	<b>0</b>	<b>(23,757)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	125.97	1,675,331	3,025,599	730,866	5,431,796	
	EE	0.00	65,675	665,910	114,724	846,309	
	<b>Total</b>	<b>125.97</b>	<b>1,741,006</b>	<b>3,691,509</b>	<b>845,590</b>	<b>6,278,105</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	125.97	1,675,331	3,025,599	730,866	5,431,796	
	EE	0.00	65,675	665,910	114,724	846,309	
	<b>Total</b>	<b>125.97</b>	<b>1,741,006</b>	<b>3,691,509</b>	<b>845,590</b>	<b>6,278,105</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>DIVISION OF LEGAL SERVICES</b>								
<b>CORE</b>								
SR OFC SUPPORT ASST (CLERICAL)	29,520	1.00	0	0.00	0	0.00	0	0.00
ADMIN OFFICE SUPPORT ASSISTANT	127,578	4.30	120,889	4.00	137,281	4.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	240,485	11.07	236,900	11.00	236,900	11.00	0	0.00
SR OFC SUPPORT ASST (KEYBRD)	270,291	10.95	357,632	13.00	357,632	13.00	0	0.00
RESEARCH ANAL I	33,420	1.00	34,060	1.00	34,060	1.00	0	0.00
EXECUTIVE I	30,623	1.00	28,548	1.00	28,548	1.00	0	0.00
FAMILY SUPPORT ELIGIBILITY SPC	48	0.00	0	0.00	0	0.00	0	0.00
PROGRAM DEVELOPMENT SPEC	42,504	1.00	43,320	1.00	43,320	1.00	0	0.00
CLAIMS & RESTITUTION TECH I	51,349	1.63	101,444	3.05	101,444	3.05	0	0.00
CLAIMS & RESTITUTION TECH II	0	0.00	24,798	1.00	24,798	1.00	0	0.00
INVESTIGATOR I	25,400	0.89	40,767	0.99	40,767	0.99	0	0.00
INVESTIGATOR II	570,250	15.27	662,826	12.75	662,826	12.75	0	0.00
INVESTIGATOR III	550,405	13.44	733,112	15.02	733,112	15.02	0	0.00
HEARINGS OFFICER	0	0.00	42,504	1.00	42,504	1.00	0	0.00
INVESTIGATION MGR B1	76,246	1.62	128,382	3.00	128,382	3.00	0	0.00
SOCIAL SERVICES MGR, BAND 1	39,967	1.00	0	0.00	0	0.00	0	0.00
DIVISION DIRECTOR	91,800	1.00	91,800	1.00	91,800	1.00	0	0.00
DEPUTY DIVISION DIRECTOR	71,939	1.00	72,492	1.00	72,492	1.00	0	0.00
LEGAL COUNSEL	1,271,210	25.83	1,447,895	27.43	1,447,895	27.43	0	0.00
HEARINGS OFFICER	1,023,790	23.96	959,193	21.37	959,193	21.37	0	0.00
CLERK	10,200	0.50	11,151	0.53	11,151	0.53	0	0.00
TYPIST	0	0.00	3,018	0.49	3,018	0.49	0	0.00
MISCELLANEOUS PROFESSIONAL	59,632	0.96	57,430	1.12	57,430	1.12	0	0.00
SPECIAL ASST PROFESSIONAL	113,816	1.76	72,492	1.00	56,100	1.00	0	0.00
SPECIAL ASST OFFICE & CLERICAL	110,526	3.05	153,256	4.00	153,256	4.00	0	0.00
INVESTIGATOR	9,480	0.30	7,887	0.22	7,887	0.22	0	0.00
<b>TOTAL - PS</b>	<b>4,850,479</b>	<b>122.53</b>	<b>5,431,796</b>	<b>125.97</b>	<b>5,431,796</b>	<b>125.97</b>	<b>0</b>	<b>0.00</b>
TRAVEL, IN-STATE	54,198	0.00	190,896	0.00	149,160	0.00	0	0.00
TRAVEL, OUT-OF-STATE	1,472	0.00	443	0.00	543	0.00	0	0.00
SUPPLIES	186,563	0.00	312,044	0.00	317,076	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	30,838	0.00	47,901	0.00	48,016	0.00	0	0.00
COMMUNICATION SERV & SUPP	104,322	0.00	145,933	0.00	173,626	0.00	0	0.00



# DECISION ITEM DETAIL

Budget Unit	FY 2012	FY 2012	FY 2013	FY 2013	FY 2014	FY 2014	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DIVISION OF LEGAL SERVICES								
CORE								
PROFESSIONAL SERVICES	39,455	0.00	42,318	0.00	43,324	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	265	0.00	1,276	0.00	1,276	0.00	0	0.00
M&R SERVICES	23,622	0.00	39,191	0.00	40,212	0.00	0	0.00
MOTORIZED EQUIPMENT	12,250	0.00	30,165	0.00	30,165	0.00	0	0.00
OFFICE EQUIPMENT	9,062	0.00	26,190	0.00	10,702	0.00	0	0.00
OTHER EQUIPMENT	11,329	0.00	5,007	0.00	11,007	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	380	0.00	380	0.00	0	0.00
BUILDING LEASE PAYMENTS	160	0.00	8,138	0.00	8,138	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	1,963	0.00	2,667	0.00	2,667	0.00	0	0.00
MISCELLANEOUS EXPENSES	4,831	0.00	17,517	0.00	10,017	0.00	0	0.00
TOTAL - EE	480,330	0.00	870,066	0.00	846,309	0.00	0	0.00
GRAND TOTAL	\$5,330,809	122.53	\$6,301,862	125.97	\$6,278,105	125.97	\$0	0.00
GENERAL REVENUE	\$1,438,829	35.39	\$1,764,763	41.92	\$1,741,006	41.92		0.00
FEDERAL FUNDS	\$3,240,333	71.93	\$3,691,509	67.69	\$3,691,509	67.69		0.00
OTHER FUNDS	\$651,647	15.21	\$845,590	16.36	\$845,590	16.36		0.00

## PROGRAM DESCRIPTION

**Department: Social Services**

**Program Name: Division of Legal Services**

**Program is found in the following core budget(s): Division of Legal Services**

### 1. What does this program do?

The Division of Legal Services (DLS) provides comprehensive legal support to all programs and support divisions in the Department of Social Services (DSS) to assist these agencies in accomplishing the Department's goals and objectives.

DLS is functionally organized into four major sections:

#### Litigation

The Litigation Section provides legal counsel and representation to the Department of Social Services and its separate divisions. The Chief Counsel for Litigation administers the section and assists the division director in providing legal assistance and advice to the DSS Director to ensure that the programs and policies of the department are implemented in the manner provided by law. Litigation attorneys are based in offices in Jefferson City, St. Louis, Independence and Springfield.

The primary focus of the litigation attorneys is to provide legal representation to the Children's Division (CD) in Juvenile Court to support the children in achieving safe, stable, permanent homes. Additional duties include:

- providing legal advice and representation to the child abuse and neglect hotline system, and by defending the decisions made by the department in Circuit Court;
- providing competent and zealous litigation support to CD in child abuse and neglect investigations enhancing the effectiveness of that program by ensuring that perpetrators of abuse and neglect are properly identified in the Central Registry;
- providing legal advice, training and courtroom representation for CD in the Juvenile and Circuit Courts of the State;
- providing legal advice and representation to CD on matters relating to licensure of foster homes including actions pertaining to sanctioning of these entities;
- providing legal research to the Department's General Counsel and the program divisions;
- reviewing proposed legislation and preparing fiscal notes;
- assisting in the review and drafting of contracts between divisions and nongovernment service providers;
- reviewing and drafting memorandums of understanding between the department/divisions and other governmental entities;
- providing legal advice and courtroom representation to the Division of Youth Services to assure that its mission of addressing the needs of delinquent youth is attained;
- providing legal advice and counsel to the MOHealthnet Division in administering the MOHealthnet program;
- providing legal advice, representation and counsel to the Family Support Division in administering the income maintenance and child support programs;
- serving as a liaison between the Department and its divisions and the Missouri Attorney General's Office on cases involving litigation involving the Department; and
- providing legal advice and counsel to the other support divisions within the department.

### Administrative Hearings

The Administrative Hearings Section is comprised of hearing officers based in Jefferson City, St. Louis and Independence who conduct hearings related to child support enforcement and public benefits. The licensed attorneys who conduct child support hearings are qualified and trained to provide full and fair hearings in all facets of the child support process, including enforcement, establishment, and modification of administrative child support orders.

Hearing officers within the Administrative Hearings Section also provide full and fair administrative hearings for public benefit and service recipients who are challenging a decision of the Family Support Division or the MOHealthNet Division. These due process hearings provide a forum for determining whether the denial or termination of public benefits or services was justified. Providing full and fair administrative hearings and rendering decisions expeditiously, these hearing officers are able to provide due process to all participants and promote the integrity of state programs, including food stamps, cash assistance, and medical assistance programs.

Hearing officers also hear provider appeals of Children's Divisions' decisions to deny or revoke the registration of child care providers from the state's childcare subsidy program and conduct hearings on adoption and foster home licensure.

### Investigations

The Investigation Section is divided into three units: Welfare Investigations, Claims and Restitution, and General Assignment Unit.

The Welfare Investigation Unit (WIU) investigates fraud and abuse committed by public assistance recipients. WIU is divided into five regions: Kansas City, St. Louis, Jefferson City, Springfield and Sikeston.

The Claims and Restitution (C&R) unit operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts in all claims in the public assistance programs administered by DSS. The C&R unit also administers the Treasury Offset Program (TOP). The TOP provides for the intercept of individuals' federal income tax returns to satisfy outstanding food stamp overpayments.

The General Assignment Unit (GAU) is divided into two sub-units: Special Assignment Unit (SAU) and Location and Tracking Unit (LTU). The SAU is responsible for conducting criminal, personnel, and internal investigations to strengthen departmental integrity and for furnishing technical support and investigative assistance to the various DSS divisions in their administration and control of departmental programs. The LTU locates persons owing monies to the Department of Social Services, as well as other state agencies, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts, conducts background investigations and associated research in support of DSS investigations and conducts background checks on prospective DSS employees.

### State Technical Assistance Team

The State Technical Assistance Team (STAT) assists in the investigation of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality cases, as described in Sections 660.520 to 660.527, RSMo, upon the request of local, state or federal law enforcement, prosecuting officials, Department of Social Services staff, representatives of the family courts, medical examiner, coroner or juvenile officer. As licensed peace officers by the Director of the Department of Public Safety pursuant to Chapter 590, RSMo, STAT investigators are deemed peace officers and have powers of arrest, limited to offenses involving child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality. STAT assists county multidisciplinary teams in the development and implementation of protocols for the investigation and prosecution of child abuse, child neglect, child sexual abuse, child exploitation/pornography or child fatality.

STAT also manages Missouri's Child Fatality Review Program (RSMo 210.192, et. al.) with multidisciplinary panels in 114 counties and the City of St. Louis. Based on information received, risks to children are identified and prevention strategies are developed.

DLS also coordinates the department's compliance with the federal Health Insurance Portability and Accountability Act (HIPPA). HIPPA requires that the department has a privacy officer to oversee the department's implementation of HIPPA standards within the department, training of department employees on HIPPA standards and the continuous compliance with the rules.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 58, 194, 205, 207, 208, 210, 211, 219, 452, 453, 454, 455, 456, 473, 621, 660 RSMo.; Medicaid 42 USC Chapter 7 subchapter XIX, Section 1396; 20 CFR404 1001-1096; 1501-1675 subchapter 8(1,2); 42 CFR440-441,483; 45 CFR205 and 206; TANF 45 CFR 233, 261, 262; 7 CFR 273.15; 7 CFR 273.16(e); 45 CFR 303.101; 45 CFR 302.50; 45 CFR 302.70 (2); 45 CFR 303.8(B); 45 CFR 303.100; 45 CFR 303.105; 7 CFR Section 273.18; 42 CFR Section 456.3(a); CFR Section 456.1-456.23; 42 USC Section 5106a; 42 USC Sections 670-680.

**3. Are there federal matching requirements? If yes, please explain.**

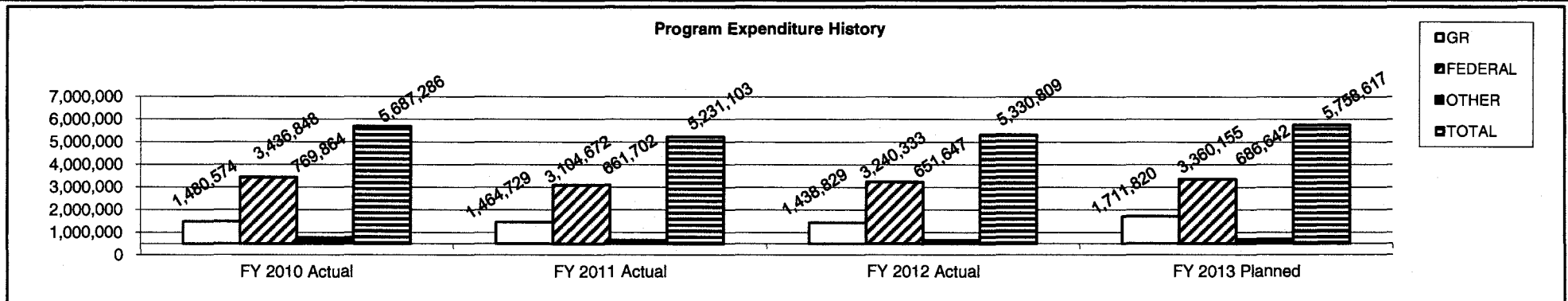
Federal matching requirements depend on the program DLS is supporting. For example, expenditures related to seeking permanency for children in the care and custody of the Children's Division could be eligible for the IV-E administrative match of 50% federal/50% state. Other expenditures are pooled with other administrative expenditures to earn a federal indirect rate.

**4. Is this a federally mandated program? If yes, please explain.**

Yes, in some areas. The Division of Legal Services (DLS) performs administrative hearings for the following federally mandated programs: MO HealthNet, TANF, Food Stamps and Child Support. DLS provides investigation services for food stamp fraud, claims and restitution and MO HealthNet fraud. The litigation section manages cases related to MO HealthNet utilization, child protection and permanency planning in the areas of foster care, adoption and reunification.

A complete list of federal mandates can be found with each program description in the Divisions that administer the above listed programs.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



Planned FY 2013 expenditures are net of reserves and reverted.

Reverted: \$52,943 (General Revenue)

Reserves: \$490,302 (\$331,354 Federal and \$158,948 Other)

**6. What are the sources of the "Other " funds?**

Third Party Liability Collections Fund (0120) and Child Support Enforcement Fund (0169).

**7a. Provide an effectiveness measure.**

Average number of Months between  
Permanency Planning Case  
Assignment to Attorney and Closure

SFY	Projected	Actual
2010	15.0	14.0
2011	12.0	13.0
2012	12.0	10.0
2013	12.0	
2014	12.0	
2015	12.0	

**7b. Provide an efficiency measure.**

Annual Amount of Collections of Claims  
for Overpayment of Public Assistance

SFY	Projected	Actual
2010	\$1.5 million	\$1.2 million
2011	\$1.5 million	\$1.2 million
2012	\$1.5 million	\$1.2 million
2013	\$1.2 million	
2014	\$1.2 million	
2015	\$1.2 million	

Average Number of Days between the  
date a Child Support Hearing Request  
is Received to the Date of the Hearing

SFY	Projected	Actual
2010	137	201
2011	200	198
2012	90	46
2013	90	
2014	90	
2015	90	

**7c. Provide the number of clients/individuals served, if applicable.**

SFY	Number of Protective Service cases closed		Hearing Section Decisions		Investigations Concluded (Investigation Section)		Criminal Investigation Concluded (STAT)	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual
2010	1,450	1,434	24,000	23,584	6,500	6,320	250	202
2011	1,450	948**	26,000	25,053	6,500	5,034	225	212
2012	1,100	1,146	26,000	31,209	6,500	3,380	225	234
2013	1,100		28,000		6,500		225	
2014	1,100		28,000		5,000		225	
2015	1,100		28,000		5,000		225	

DLS/Litigation has experienced a decline in the number of protective services cases closed. This is due, in part, to the fact that DSS/DLS has changed the permanency planning case mix to focus on more complex litigation, such as Termination of Parental Rights cases to focus on making foster children available for adoption. DLS has a number of permanency planning cases with delayed closure because they are on appeal. Finally, there are some courts that have delayed closing permanency cases to give the parents additional time to resolve the problems that resulted in their children being brought into care. DLS attorneys have also closed an additional 2,121 cases of other types that not reflected in the Permanency Planning case closure statistics. In addition to the recorded individual cases, DLS attorneys provide legal advice and legal research to the Department of Social Services and its divisions on all aspects of DSS operations, including, but not limited to: contract drafting and contract administration, drafting and enforcing administrative regulations, child support enforcement, training DSS staff on legal issues impacting staff operations, administration of the MO HealthNet's cost recovery program, drafting bill reviews and fiscal notes, assisting legislators with constituent inquiries, and other matters.

**7d. Provide a customer satisfaction measure, if available.**

N/A